Facilities Manager

**Job Title:** Facilities Manager

**Supervisor:** Rector

**Purpose and Function:**
The purpose of the Facilities Manager is to manage St. Paul’s Church facilities and grounds, in a way that promotes good stewardship of all the resources we have been given, as well as to operate and manage a plan for maintenance, replacement and improvements into the future. The function of the Facilities Manager is to work with staff, volunteers, and vendors to maintain our facility in excellent working order.

**Responsibilities:**

- Act as the primary staff contact person for all issues related to the facility and grounds: scheduling, room reservations, keys, maintenance, storage, cleaning, upkeep, and use of systems including HVAC, plumbing, electrical, custodial, and fire and security.
- Coordinate projects related to facilities and grounds with staff, lay leaders, volunteers and/or outside vendors.
- Supervise cleaning services
- Collaborate with Ministry Leaders Resource Committee to recruit volunteers for facilities and grounds needs in the parish.
- Coordinate and resolves all facilities related emergencies.
- Be part of the development and continual update of the master plan for our facilities and grounds and collaborate with master planning committee yet to be developed.
- Develop annual budget for facilities and grounds.
- Attend weekly staff meetings and other meetings as required.
- Walk through facilities frequently
- Organize opening and closing of facilities
- Identify maintenance or repair problems, conduct minor repairs as needed.
- Solicit bids and estimates for work, negotiate agreements with contractors, be available to meet vendors/contractors when doing work and review work for quality and completeness.
- Program thermostats throughout the year
Qualifications:

- Ability to maintain facility in good working order and manage volunteers and vendors where appropriate.
- Strong organizational skills including working with teams of volunteers and professional staff
- Collaborate well with supervisor, staff, and volunteers
- Must be honest, dependable, organized, and dedicated
- General knowledge of building maintenance, including general carpentry, plumbing, and electrical skills
- Comfortable with basic electronic communication and computer software
- Strong verbal and communication skills
- Willingness to submit to a background check, and to be trained in Safeguarding God’s Children and Safeguarding God’s People (Diocesan Requirement)

Salaried Position: 20 hours a week, paid twice a month. Weekend working hours required as needed, Salary commensurate with experience.

Interested applicants send resume and direct your questions to the Rev. George Adamik, george.adamik@stpaulscary.org, 919-467-1477.