

Facilities Manager
St. John Vianney Catholic Church
Round Rock, TX

Classification: Part - Time, Non-Exempt
Reviewed Date:
Catholic Required: Yes
Reports to: Parish Business Administrator

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish of St. John Vianney which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Vianney help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The Facilities Manager (FM) is responsible for managing the maintenance and care of all facilities at the parish of St. John Vianney so as to provide safe, clean, and functional facilities for church activities. This person would identify, monitor and oversee the correction of problems in every phase of general maintenance including areas of carpentry, electrical work, HVAC, plumbing, mechanic, janitorial, painting, and general repairs. Additionally, the FM will serve as a conduit of information between parish management and all trades, vendors, and users of these facilities. The FM will also be the direct supervisor for a part-time facilities assistant.

The FM must be a person of deep faith and prayer, called to ministry, and supportive of parish and diocesan policies and procedures. This position reports directly to the Parish Business Administrator, but may also receive direction from the Pastor, and operates with some latitude for the use of independent judgment and initiative.

Essential Job Duties:

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of St. John Vianney Parish in both your professional and personal life.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Maintain a safe and secure environment across the Church campus

- Assess repair needs and estimated time needed for repair.
- Receive and evaluate bids and estimates for various service, repair, and construction projects
- Monitor the performance of service contractors and repair and maintenance contractors
- Tracks inventories and orders adequate maintenance and cleaning supplies for entire campus
- Schedule HVAC systems on a weekly basis for events, liturgies, and other activities occurring on campus.
- Assist Parish staff and volunteers with event set-up and clean-up.
- Perform minor cleaning tasks that are not performed by cleaning service as needed
- On-call availability for emergencies
- Formulate and administer an annual budget with the Pastor and Business Administrator.
- Able to properly utilize new equipment and follow safety procedures prior to using this equipment
- Follows safety procedures and maintains a safe work environment
- Other tasks and projects as assigned by Parish Business Administrator or Pastor

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed namely:

- Basic knowledge of the mechanical, plumbing, and electrical systems found in a small to medium sized multi-use church campus.
- Intermediate ability to repair, maintain facilities equipment and systems and / or manage contractors.
- Skill in verbal and nonverbal communication.
- Skill in using computers and related software applications (e.g. word processing software, spreadsheets, email, databases).
- Must have good interpersonal skills.
- Ability to establish and maintain effective working relationships with St. John Vianney staff, clergy, peers, and laity.
- Ability to provide excellent customer service to internal and external customers.
- Ability to honor and maintain confidentiality.
- Ability to maintain respect at all times.
- Ability to work with and coordinate between multiple ministries and different ministry structures to meet agreement goals and objectives.
- Ability to work with frequent interruptions.
- Ability to work with and lead a highly diverse membership base.
- Ability to work unsupervised in a variety of environments.
- Ability to follow instructions furnished in verbal or written format.
- Ability to work outside normal business hours including holidays and weekends

Minimum Qualifications:

Education and Trainings:

- High School Diploma or GED acceptable to Texas Education Agency

Experience:

- 1-2 years experience maintaining multiple systems in a multi-use campus.
- 1-2 years experience managing paid and volunteer assistants.

Language:

- English (proficient in conversing, reading, and writing)

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.
- Valid Texas driver’s license.

Mental / Physical Tasks:

E	Talking	E	Using personal computer
E	Listening	E	Sitting
E	Standing	E	Bending
E	Walking	E	Reading and Comprehending
E	Grasping/holding		
E	Lifting/carrying		
E	Moving heavy equipment/materials		
E	Driving		
E	Using office equipment, stapler, telephone, etc.		

Working Conditions:

- All employees of St. John Vianney are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- St. John Vianney is an at-will employer, which means employment may be terminated by the employee or employer with or without notice at any time.
- All buildings and vehicles owned by St. John Vianney are tobacco free.

