

## PENINSULA CLUSTER PARISH FACILITIES MAINTENANCE COORDINATOR

**Part-Time Position: 20 hours per week**

**Position Summary:** The Facilities Maintenance Coordinator for the Peninsula Cluster of Catholic Parishes is responsible for maintaining, renovating, and restoring the parish buildings and grounds. The Facilities Maintenance Coordinator performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination. This position requires a team player with excellent project coordination / organizational skills, excellent interpersonal and communication skills, and attention to detail. The Facilities Maintenance Coordinator must be able to collaborate with and support the Pastor, Business Manager, parish staff and parishioners and have a clear understanding of acceptable business practices.

**Duties:** The following are the specific duties associated with this position: 1. Manages and performs all work related to the maintenance of parish buildings including but not limited to HVAC, plumbing, electrical, custodial and security of the parish. 2. Maintains equipment on parish grounds by closely monitoring and completing necessary testing as required. 3. Maintains accurate records of all maintenance repairs. 4. Performs routine maintenance requirements and makes routine carpentry, plumbing, or electrical repairs on parish properties as needed. 5. Obtains cost estimates from contractors / vendors as required. 6. Coordinates and oversees required work with selected contractors / vendors. 7. Develops and maintains a data base of reliable contactors and vendors. 8. Develops and manages the facility work order system. 9. Implements procedures for the safe handling, storage, and removal of hazardous materials. 10. Regularly inspects parish properties to identify issues or areas of concern. 11. Develops, implements, and oversees an effective snow removal plan during winter months. 12. Ensures buildings are safe by making sure they comply with code requirements. 13. Assists in facility key distribution as requested by management; ensures building security requirements are addressed. 14. Serves as primary point of contact for facility related emergencies, which may require evening and weekend work. 15. Works with the Business Manager and Pastor to report problems and identify solutions and their associated costs. 16. Provides a weekly status update to the Parish Manager on all pending projects. 17. Oversees parish grounds keeping services. Ensures contractors perform the required work to the agreed upon standard. Works with parish volunteers who offer to provide assistance with lawn maintenance or other landscaping requirements. 18. Promotes a positive team attitude with employees and volunteers. 19. Oversees and assists volunteers who offer to provide parish maintenance services such as cleaning, painting, and landscaping. 20. Ensures compliance with parish policies as they relate to parish facilities. 21. Attends staff meetings and parish staff training as required. 22. Adheres to Diocesan policies.

**Additional Requirements:** Experience / Education: **QUALIFICATIONS:** Must have a minimum of 3 years' experience in facilities management; Must be highly organized and able to manage multiple projects simultaneously;

Must possess the skills needed to perform routine maintenance requirements and make routine carpentry, plumbing, or electrical repairs; Must possess excellent interpersonal and communication skills; Must be proficient in computer office applications such as Word, Excel, Outlook; Must meet Diocesan employment requirements; Must be able to safely lift 50 lbs.

**To apply for this position,** please send a cover letter, resume and Diocesan application to: Paul DeFluri,

Manager, Peninsula Cluster Parishes Phone: (757) 851-8800; FAX: (757) 851-1875; Email: [pdefluri@gmail.com](mailto:pdefluri@gmail.com)