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Facilities Maintenance Coordinator

Position Description

The Facilities Maintenance Coordinator is responsible for the maintenance and repair of the parish buildings and grounds, including the church, rectory and school. The work involves cleaning, and repairs of the buildings as well as the outside properties of the church, rectory and school. Major issues could involve the input, involvement and coordination of the Business and Operations Manager. This position reports to the Business and Operations Manager. Work is performed under the general supervision of the pastor in consultation with the parish Buildings & Grounds Committee.

Typical Job Duties

- Regularly check buildings and grounds for necessary cleaning and or repair. Check heating systems and perform basic maintenance and schedule servicing as necessary.
- Set up/clean up/reset rooms for events as directed.
- Clean rectory, church and school as necessary.
- Advise Pastor and Business & Operations Manager of need for repair of parish facilities.
- Attend and participate in Buildings & Grounds Committee meetings.
- Perform repair or minor modification of facilities as necessary in accordance with ability, training and certification.
- Interact with Business & Operations Manager in major repair issues. Submit annual facilities budget estimates for review.
- Work cooperatively with skilled volunteers.
- Recruit and supervise skilled tradespeople for repairs and improvements beyond the scope of this position.
- Supervise church candle, wine and related supplies inventory and inform Business & Operations Manager when it is time to reorder supplies.
- Oversee lawn care processes and contracts.
- Oversee snow removal processes and contracts.
- Oversee garbage removal and recycling processes and contracts.
- Suggest repair or maintenance methods to improve efficiency of buildings.
- Provide short term assistance in parish office as needed.
- Act as general laborer in a variety of support activities for parish staff, parish volunteers and committees.
- Any other related tasks as directed by the Pastor or Business & Operations Manager.

Minimum Qualifications

This position requires a combination of skills and abilities demonstrated in experience



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in maintaining older buildings and related systems. Proficiency in basic heating system maintenance and semi-skilled building trades is necessary. This position requires physical ability to do manual labor including heavy lifting, lawn care and snow shoveling and removal (as needed). The possession of a valid driver's license with a record of safe operation of motor vehicles is required as well as the ability to operate a truck. Any candidate must have respect for the teachings and traditions of the Roman Catholic faith.

Knowledge, Skills and Abilities Required

Good knowledge of the skills and practices applied in the cleaning and maintenance of older buildings and their mechanical systems; journeyman-level skills (or above, if trained and/or certified) in carpentry, electrical work and plumbing; creativity and imagination in problem-solving issues associated with older buildings; self-directed and motivated; willing to work outside in difficult conditions; able to work independently; sensitivity and appreciation of the mission and purposes of the parish; willingness to work in a team environment, in cooperation with parish staff, volunteers and committees; adaptability and flexibility. Knowledge of, and respect for, the traditions and teachings of the Catholic faith.

Physical Demands

This position requires both inside and outside work. The ability to climb a ladder and work above your head is necessary. This position requires manual dexterity to use powered hand tools, visual acuity to read gauges and diagrams. Work is performed in basements and attic areas. The position requires the performance of heavy manual activities including snow shoveling, grass cutting & (when necessary) raking, and lifting of materials associated with cleaning (bagged refuse), repairs (building supplies) and office supplies (copier paper). Work is performed outside in extreme heat and cold.

Preferences

Possession of a high school diploma and several years of experience maintaining grounds and facilities. Experience with maintaining heating systems is desired.

Days/Hours

- 18-hour per week position. Schedule negotiable based on business needs.

Reports to

Business & Operations Manager (in collaboration with Pastor)

Status: Exempt/Non-exempt

Non-exempt



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Disclaimer

Employment is contingent upon the successful completion of a Background Check, agreement with The Standard Code of Conduct of the Diocese of Albany, the Diocesan Technology Policy, and the Diocesan Social Media Use Policy, and completion of Safe Environment training.

The statements above are intended to describe the general nature and level of work being performed by employees assigned to this classification. This job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed. Employment is At Will; no certain term of employment is offered or promised, and no guarantee of definite term of employment is given or implied.

Location	St. Mary's, Glens Falls
Hours	18 hours per week
Exempt/Non-Exempt	Non-Exempt
Last Updated	June 2022