

St. Thomas the Apostle Parish

Job Title: Parish Facilities Manager (Part Time – no benefits)

Job Definition:

This position is responsible for the care, maintenance and janitorial duties of the St Thomas the Apostle complex which includes the Church, Rectory, Vitae House, School, Cafeteria & Gymnasium. In addition, the St. Thomas the Apostle Parish owns the bowling alley, concession stand and ballpark facilities.

The pastor is the overall supervisor of the PFM. In matters of question or conflicting priorities or obligations, the PFM is to report to the pastor so that resolution and mutual understanding can be achieved. The PFM may also receive direction from the school principal on issues related to the school facility. In addition, the Parish Pastoral Council will have some input on work duties in consultation with the pastor.

Principle Function:

Provides the necessary maintenance expertise to manage maintenance planning, purchasing and training. Maintains equipment, buildings, and keeps electrical, water, HVAC, and gas systems in good repair. Significant problems or non-routine issues must be reported to the pastor or school principal.

Duties:

This job description may not reflect all of the required duties, knowledge, skills, and abilities nor are the work examples exhaustive.

- Maintains and service all above listed activities by either taking care of them in-house or contacting qualified party to assist. Prior to securing the services of contracted parties, the pastor's permission for services and payment must be obtained. Maintain an active list of contractors responsible for repairs. Also, maintain a maintenance log.
- Ensures all buildings and equipment are maintained in a neat and working order.
- Work in conjunction with the Pastor, Principal and PPC to develop a “Maintenance and Care Schedule/Manual” for items such as all HVAC units, hot water units, cafeteria appliances, organ, belltower/clock mechanism, vent hood inspection/cleaning, etc.
- Janitorial cleaning and upkeep of school facilities.
- Coordinate, support, and help organize Parish volunteers that perform such work as cleaning church, snow removal, provide landscaping services, extensive floor/waxing, electrical wiring, plumbing, HVAC, construction and various other activities.
- Maintain the school playground so that it is safe for use. Sweep or blow gravel into the playground area.
- Ensure that facility guidelines are met after events including proper setup of chairs, tables and clean up parish facility occurs.
- Ensures security of all school doors and windows and immediately reports suspicious behavior and individuals to the pastor or school principal.
- Ensures that sidewalks and walkways at school and church are free of snow and ice at the start of each school day when in session and prior to scheduled services. In case of large snow events, coordinate additional assistance from parish volunteers or contracted services.
- Perform or arrange for routine maintenance on all Parish owned equipment lawn mowers, UTV, leaf blowers, weed eaters, etc.
- Ensure propane fuel levels are adequately kept at necessary operating levels.
- Maintains positive working relationships with vendors, contracted or hired help, parish members

and staff, and volunteers.

- Assist with project management on capital improvement projects on parish property.
- May be required to perform other duties or responsibilities as assigned.

In addition to the Principle Function and Duties listed above, the Parish Council may delegate certain other functions and special assignments when deemed necessary.

Qualifications:

- 1) Must have thorough working knowledge of maintenance and custodial procedures and techniques.
- 2) Must be able to perform minor carpentry, painting, plastering, electrical, mechanical, plumbing, and HVAC repairs on facilities.
- 3) Must be qualified and competent to analyze problems, summarize the various factors and take corrective action on such routine problems.
- 4) Must be well organized and have the ability to work in a positive and professional manner with the public, school and parish staff, volunteers, and school children. Must have self-initiative and be able to work independently.

Special job requirements:

- 1) Will be required to perform physical tasks, such as bending, lifting, walking on uneven, wet, and icy surfaces.
- 2) Must comply with diocesan requirements regarding background checks: a Missouri Department of Family Services Child Abuse or Neglect / Criminal Record Screening.
- 3) Must attend a Virtus Training session, as required and scheduled by the diocese, and continue to complete updates and training requirements.
- 4) Must possess a valid driver's license.
- 5) At the request of the pastor or school principal, the PFM may be required to run errands, make deliveries, and pick up supplies.
- 6) Is conscientious and displays behavior consistent with the Roman Catholic faith.

Compensation & Benefits:

Salary – No less than \$18 per hour. The PFM position is currently budgeted for a maximum of 29 hours of work per week. Work hours are flexible between 6:00 a.m. to 5:30 p.m. to meet the demands of the job. St. Thomas the Apostle is an at-will employer.

Benefits - none

Written April 2023