

**Job Title:** Facilities Manager  
**Department:** Parish Operating & Administrative  
**Reports To:** Pastor  
**FLSA Status:** Hourly, Non-exempt

**Prepared By:** Cassie Hall, HR Director  
**Prepared Date:** February, 2025  
**Approved By:** Fr. Joe Paddock, Pastor  
**Approved Date:** February 18, 2025

**Purpose of Position:** The parish Facilities Manager oversees a variety of custodial, maintenance, grounds, and security tasks for the parish. Reporting to the Pastor, the Facilities Manager is responsible for ensuring that clean, safe, and operable buildings and grounds are ready for regular parish activities and special events.

**Essential Duties and Responsibilities:**

- Performs general maintenance of church facilities and the parish rectory, including:
  - Ensuring continual operation of lighting, heating, and cooling systems
  - Maintaining records for servicing of boilers and heating/cooling systems
  - Regularly inspecting buildings and grounds to identify and troubleshoot maintenance issues
  - Performing general maintenance work (e.g. replacing bulbs, painting, fixing doors, fixing appliances)
  - Maintaining drains, gutters, and roofs at the church and rectory
  - Winterizing buildings and systems
- Oversees custodial staff and volunteers to ensure all janitorial and cleaning work is done each week, including monitoring and ordering of supplies
- Maintains church grounds, including:
  - Ensuring that lawn and garden work is completed in the warmer months
  - Ensuring that snow removal and appropriate sanding/salting is completed during colder months, keeping all walking areas including sidewalks and parking lot safe
  - Coordinating the work of all grounds volunteers and contractors
- Monitors parking lot, including posting warnings for parking violations and arranging for towing of vehicles; ensures lighting in the parking lot is functioning properly
- Oversees the bidding, scheduling, and quality control of work by contractors and subcontractors for projects and/or when basic maintenance is not sufficient
- Acts as primary liaison with liability insurance carrier Catholic Mutual, including performing the annual inspections and required follow-up
- Assists with safety inspections and trainings as recommended
- Distributes parish keys and maintains the associated key records; ensures doors are rekeyed as needed
- Assists with parish events that require physical setup and with opening and closing of the church building as required; manages building access and setup for groups renting the church or social hall
- Assists with rearrangement and decorating of church spaces in accordance with liturgical needs
- Collaborate with all parish staff members and communicate with them regularly, including attendance at weekly staff meetings; maintains the Facilities calendar
- Facilitates communication each week between parish groups to evaluate needs and ensure alignment on use of resources

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

*Minimum Requirements:*

- Demonstrated experience and skills in maintaining, troubleshooting, and resolving issues with basic mechanical and electrical systems
- Demonstrated experience and skills in grounds maintenance
  
- Self-initiating with excellent organizational and project management skills
- Strong interpersonal and communication skills; able to work collaboratively with co-workers, supervisors, contractors, vendors, and the general public.
- Solid working knowledge of Microsoft Office Suite and Google products
- Can positively represent the Catholic Church and its endeavors to members of the community
- Completion of background check and VIRTUS *Protecting God's Children* training requirements

*Desired Qualifications:*

- Practicing Catholic in good standing
- Understanding of operational and liturgical practices of a Catholic parish

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions both in an office environment and also throughout the parish facilities and grounds, which present varying environmental conditions. The noise level in the work environment is usually moderate but can sometimes be high. The physical conditions of the facilities and grounds will vary, thus requiring constant awareness, care, and consideration of safety.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_