



Job Title: Facilities Director Full time

Department: Maintenance

Reports To (Title): Director of Parish Administration

FLSA Status: X Exempt ___ Non-Exempt ___ Ministerial Exemption

Date Prepared: 11/5/25

Position Summary

This position will oversee and participate in the maintenance and operation of our facilities on campus. Responsibilities will include oversight and direction of any maintenance and custodial staff or contractors, preventive maintenance, budgeting and planning for future needs and care of Parish properties. Need not be a practicing Catholic.

Key Functions / Responsibilities

List the primary functions of the job in order of importance or percentage of time spent. (Up to 7 functions recommended.)

#	Major Function / Responsibility	Typical Activities / Expected Results	% of Time*
1	Supervise and direct maintenance and custodial staff	Motivate train, and hire as needed to ensure upkeep and cleanliness of property	30%
2	Plan, implement and supervise, and perform Preventive Maintenance checks on all systems	Perform PM within skill sets or source and direct contractors in the same ensuring compliance and operational stability	25%
3	Perform or contract maintenance work as needed for repair and upkeep	Keep operational systems such as lighting, restrooms, HVAC, kitchen, generator, and outdoor spaces daily	25%
4	Responsible for alarms systems upkeep and monitoring to ensure safety and operations of systems tied to alarms	Monitor and respond to alarms as first contact, ensure alarms are working properly	10%
5	Oversight of capital projects	Primary contact for any capital improvement projects serving as on-site parish project manager for these	5%
6	Develop, recommend and track annual maintenance depart budget for all responsibilities	Annually asses maintenance needs and recommend budget requirements. Monitor budget expenses through the year	5%
7			

*Percentages should total approximately 100%.

Financial Accountability

Outline the level of financial responsibility, such as:

- **Budget Responsibility:** Annual maintenance budget \$170,000 Annual utility budget \$120,000
- **Purchasing Authority:** Cardholder with \$1000 monthly limit. Approval of invoices up to \$5,000

Supervisory Responsibilities

☐ None

☒ Yes (Complete below)

- **Direct Reports:** (List titles and number of employees supervised)
 - Maintenance Tech 1
 - Custodian 1
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- **Indirect Reports:** (If applicable)
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Education and Experience Requirements

Education:

High School diploma required

Experience:

Up to 7 years' experience in a maintenance or construction position, with lead or supervisory experience preferred. Some project management experience is a plus.

Technical / Specialized Knowledge:

Knowledge of Microsoft excel for budgeting and tracking purposes. Knowledge of plumbing, electrical or HVAC.

Licenses / Certifications:

Certification in one of the skilled trades in the construction field is preferred (Carpenter, Electrician, Plumber, Roofer, HVAC).

Current satisfactory BCI & FBI background checks, Completed or willing to complete VIRTUS Protecting God's Children course

Competencies / Skills

Excellent verbal and written communication skills

Working Conditions

Lifting, Outdoor environments, bending and kneeling are required.

Remote hours __None_____

Salary commensurate with experience