

JOB DESCRIPTION

Position Title: Facilities Manager
Supervisor's Title: Pastor

Status: FT, Exempt
Approval Date: _____

Job Summary:

Resonating the Catholic faith, the **Facilities Manager** is responsible for overseeing the maintenance, safety, functionality, and operations of all the Dodge East Parish facilities, including church buildings, offices, school spaces, cemeteries, and grounds, especially assisting the Pastor in overseeing buildings and grounds operations. This role ensures that all environments are clean, welcoming, safe, and fully prepared to support ministry, staff, parishioners, and community events. In addition, this position serves as a key point of coordination between staff and volunteers to serve facility needs.

Knowledge, Skills, & Abilities:

Knowledge

1. Work experience in facilities management, maintenance, or related field, preferred.
2. Working knowledge of building systems (HVAC, electrical, plumbing, technology).
3. Working knowledge of contracts, insurance, and other proxy processes.
4. Working knowledge in MS Office products, Google Workspace, and office equipment.
5. Practicing Catholic preferred with support of the mission and tenets of the Roman Catholic Church.
6. Supervisory experience, preferred.
7. Retain a valid driver's license for the State of Wisconsin.

Skills

1. Professional working attitude and collaborative approach.
2. Strong written and verbal communications skills.
3. Strong organizational skills.
4. Conflict resolution and mediation experience preferred.

Abilities

1. Ability to multitask, prioritize, and organize.
2. Ability to make decisions, attentive to details, and to troubleshoot.
3. Ability to maintain confidentiality.
4. Exhibits promptness, flexibility, and dependability.
5. Ability to act with high moral and ethical standards in actions, decisions, and transactions, identifying and avoiding conflicts of interest.
6. Ability to work collaboratively with staff, volunteers, and contractors.
7. Ability to work both at a desk and with hands-on work.

Duties and Responsibilities —

Facilities Management:

- Oversee all church and parish facilities, including worship spaces, offices, school buildings, and grounds.
- Ensure all spaces are clean, safe, and functional, and well-maintained.
- Coordinate regular inspections and preventative maintenance schedules.
- Manage building systems, including HVAC, plumbing, electrical, and lighting.
- Perform and/or coordinate minor repairs and troubleshoot facilities issues.
- Schedule and oversee major repair projects, as needed.
- Ensure compliance with all health, safety, and fire regulations.
- Maintain and monitor fire alarms, security systems, and emergency procedures.
- Oversee proper handling and disposal of hazardous materials.
- Prepare and set up rooms and spaces for liturgies, meetings, and events.
- Collaborate with staff and volunteers to ensure event needs are met.
- Assist in coordinating facility usage and scheduling with Pastoral Mission Secretary and volunteers.

- Identify, evaluate, and manage external vendors (cleaning, maintenance, security, lawn care, plowing, etc.)
- Oversee contractor work to ensure quality and compliance.
- Negotiate service agreements and contracts, as necessary.
- Maintain inventory of supplies and facilities-related materials.
- Assist in developing and maintaining the facilities budget.
- Track expenses and recommend cost-saving measures.
- Support financial stewardship through careful resource management.
- Monitor and maintain internal controls related to facility operations.
- Recommend and implement improvements to systems and processes.
- Support day-to-day operational needs of parish staff.

Information Technology (IT) Oversight:

- Provide basic oversight of parish technology systems, including computers, networks, phones, and audio/visual equipment.
- Work as a liaison with our IT Service Provider.
- Coordinate with IT vendors or Archdiocesan support for troubleshooting, maintenance, and upgrades to IT systems.
- Ensure technology is functional and ready for ministerial usage, parish school, staff and committee meetings, parish events, and office operations.
- Assist staff and volunteers with basic technology set-up and support, as needed.
- Monitor equipment inventory and recommend updates or replacements, as necessary.

Other:

- Attend staff meetings, diocesan meetings, and other meetings at the request of the Pastor, as appropriate.
- Ensure compliance with Archdiocesan policies and procedures.
- Under the direction of the Pastor and as needed, serve as liaison to the Buildings and Grounds committees and the pastoral council.
- Meet with staff and volunteers to plan and execute facility and other needs.
- Delegate tasks and ensure effective communication among all the parties involved, and especially with the Pastor.
- Lead some meetings or discussion to ensure objectives are met and all voices are heard.
- Some evening and weekend hours may be required to support church events and activities.
- Be Safe Environment trained, per the Archdiocese of Milwaukee.
- Other duties as assigned.

Nature of Supervision Received:

The job requires minimal supervision by the Pastor and will collaborate with parish staff. The Facilities Manager may be assigned tasks from the parish priests and school principal.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and direction from the Pastor.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position. Unless otherwise specified, everything on this job description applies to serving all six Dodge East Parishes.

Employee Signature _____

Date _____