

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Isidore

POSITION STATUS: Full Time

POSITION: Facilities and Grounds Coordinator **SCHEDULE:** Flexible

CATEGORY: Non Exempt

SUPERVISOR: Pastor and/or Business Manager

JOB SUMMARY: The Facilities and Grounds Coordinator develops and maintains standards of operation for grounds and facilities as directed by supervisor. Creates and supervises teams for site projects by overseeing major projects for remodeling, maintaining, and improving the physical plant and grounds. Organize and maintain facilities key log. Directs and oversees major projects and repairs and coordinates the use of parish facilities, furnishings, and equipment.

ESSENTIAL FUNCTIONS:

1. Create standards of operation that include contracted services for grounds keeping, pest control, custodial and any other maintenance-related services. Plans and schedules routine and preventive equipment and appliance maintenance according to warranty/manufacture specifications and safety considerations. Includes any other items the supervisor requests to be included in standards of operations.
2. Create standards of operation and records of file system for all contracts, blue prints, equipment warranties, and service dates and manuals.
3. Being a parish focused on developing Stewardship, Facilities and Grounds Coordinator will identify projects for improvements, repairs, cleaning, and maintenance, and recruit parishioners to be responsible for the tasks, and/or complete tasks.
4. Develop procedures to be included in the standards of operation for after hour emergencies and/or needs, including holidays and weekends, and recruit and train parishioners to oversee and respond when necessary.
5. Call contractors or recruit parishioners for repairs as needed.
6. Ensure facilities are up to civil codes and safety for operations, and keep all buildings in clean and sanitary condition.
7. Coordinates procedures for church staff to report maintenance and emergency requests in timely manner.
8. Attend staff development meetings, events, trainings, and retreats.
9. Other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: Appropriate certifications in maintenance or equivalent experience.

Experience: Previous maintenance and property management experience required.

Skills / Knowledge: Knowledge of maintenance in the fields of carpentry, electrical work, cement work, plumbing, sanitation, mechanics, locksmith work, air conditioning, grounds maintenance, and janitorial care. Must possess the ability to understand a variety of technical subjects relating to maintenance; ability to communicate effectively; familiarity with church and school environments; ability to work with a variety of constituents including children.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE