

# Diocese of Sacramento

## JOB DESCRIPTION

**NAME:**

**LOCATION:** St. Patrick- St. Vincent Catholic High School (SPSV)

**POSITION:** Director of Buildings and Grounds

**CATEGORY:** Exempt

**POSITION STATUS:** Full Time 6:15-2:45

**SUPERVISOR:** Chief Finance and Administrative Officer

### **JOB SUMMARY:**

The Director of Buildings and Grounds is responsible for overseeing the maintenance of buildings and grounds, directing Buildings and Ground staff (groundskeepers, maintenance workers, and custodial staff) and overseeing the upkeep of equipment and supplies. He or she oversees the daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections. He or she manages a budget and must be able to negotiate with outside vendors for supplies, repairs and other measures.

### **General Responsibilities:**

- Oversee all aspects of the Buildings and Grounds Staff to ensure the facility is a clean and safe environment for students and staff
- Oversee the opening and closing of the designated areas of the school for events
- Work with the Head of School and Chief Finance and Administrative Officer to plan for long-range improvements and major safety planning
- Oversee facility maintenance, repair and services
- Call contractors or vendors for repairs or services as needed
- Ensure events follow all School and Diocese guidelines. May be required to return to school during an event to ensure the event is compliant with noise ordinances and any other city requirement
- Perform other duties as assigned by the Head of School

### **EDUCATION:**

High school diploma and two-year college/technical certification

### **EXPERIENCE:**

- Knowledge of purchasing, supplies, grounds keeping, and equipment repair.
- 3-5 years of experience as facilities supervisor/manager
- Computer skills, including: Microsoft Office, Google, Word and Excel
- Knowledge of building systems (eg. plumbing, heating, ventilation, boiler and air conditioning), architecture/school constructions, engineering, plant operations, maintenance, school safety, chemical safety and equipment repair
- Ability to plan, manage, and direct all phases of the facilities operations.
- Proven ability to interface with all levels of staff and administration.
- Oral and written communication skills
- Bilingual in Spanish, a plus

## **SKILLS/KNOWLEDGE REQUIRED:**

- **Analytical Skills:**  
Ability to plan, manage and direct all phases of the facilities operations; assist in the preparation of all bids and quotes for contracted work, equipment, and supplies
- **Communication Skills:**  
Oral and written communication skills required, must be able to communicate with both employees and administration
- **Attention to Detail:**  
Monitor the use, maintenance, and replacement of capital equipment; oversee and maintain cleaning equipment and safety standards
- **Leadership Skills:**  
Demonstrate skills in personnel management. Defines job performance expectations of staff, evaluates job performance, conducts improvement plans to ensure the best operation of the Department. Ability to interface with all levels of staff and administration, relate to a variety of personalities and cultures with diplomacy, friendliness and poise.
- **Budget Skills:**  
Ability to maintain a department budget and expenditures.
- **Physical Demands:**  
Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the Diocese and occasionally outside the Diocese. May experience prolonged and irregular work hours, and work with frequent interruptions.
- **WORK ENVIRONMENT:**  
Job has exposure to inside and outside environments. May work in inclement weather, need to climb ladders, work in high places, work in cramped quarters and under buildings and be able to distinguish primary colors. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.
- **OPERATIONAL SKILLS:**  
Perform the recruitment, interviewing and hiring of all maintenance personnel. Oversee and approve all maintenance overtime. Work with Human Resources regarding department timecards, leave requests, and worker's compensation claims.

## **OTHER REQUIREMENTS**

- Must have satisfactory outcome of background and fingerprinting check, prior to starting employment.
- Must maintain and perform all requirements of employment for the Diocese of Sacramento and St. Patrick – St. Vincent Catholic High School (Including but not limited to: Clearances, Training, Handbook acknowledgements, etc.)

## **Employment Application required for all positions**

### **Application Requirements:**

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization.

### **Application materials may be emailed to**

Lydia McLeod, Chief Finance and Administrative Officer, l.mcleod@spsv.org

or sent to

St. Patrick-St. Vincent Catholic High School

Attn: Lydia McLeod

1500 Benicia Road

Vallejo, CA 94591

### **Deadline for applications: Until Filled**

### **Position begins: Immediately**

### **Notice of Non-Discrimination**

It is the policy of St. Patrick – St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.

**Diocese of Sacramento  
Employment/Ministry in the Church  
Pre-Application Statement**



“Go out to the whole world and  
Proclaim the Good News to all creation.”  
(Mark 16:15)

**MISSION STATEMENT OF THE DIOCESE OF SACRAMENTO**

We, the People of God of the Catholic Diocese of Sacramento, guided by the Holy Spirit, are called by Christ to proclaim the Good News of the Kingdom of God through prayer, praise and sacraments and to witness the Gospel values of love, justice, forgiveness and service to all.

All Christ's faithful, by virtue of their baptism, are called by God to contribute to the sanctification and transformation of the world. They do this by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in the Church is a path of Christian discipleship to be encouraged. Those who work for the Church continue the mission and ministry of Christ. Their service is unique and necessary for the life and growth of the Church. This has been our tradition from the beginning, as echoed in the words of St. Paul who worked with and relied on other men and women in the work of spreading the Gospel. St. Paul was known to acknowledge and thank them, at times calling them, “my co-workers in Christ Jesus” (*Romans 16:3-16*).

The Church needs the services of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church and a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. All who seek employment or ministry in the Church are expected to continue their formation and their willingness to learn and grow and to deepen their desire to serve the Lord with excellence and generosity. Those employed by the Church in our Catholic schools, parishes and institutions, as co-workers in the vineyard of the Lord, are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives and who participate fully in the communal worship and life of the Church.

We recognize that persons who are non-Catholic Christians are also called by the Lord to stand before the world as a witness to his life and resurrection. We, therefore, welcome collaboration with such persons of good faith who share our Catholic vision on important social, moral and ethical issues. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of the Catholic Church and her teachings.

**What is the Church?**

The **Church** is the People of God, Christ's Faithful, whom God calls and gathers from every part of the earth. They form the assembly of those who, through faith and baptism, have become children of God, members of the Body of Christ, and temples of the Holy Spirit. The **Diocese** is a geographical portion of that People of God entrusted to a bishop for him to shepherd with the cooperation of the priests, so that, adhering to its pastor and gathered by him in the Holy Spirit, through the Gospel and the Eucharist, it constitutes “a particular church” in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative (cf. 1983 *Code of Canon Law*, c. 369). The **Bishop** is the chief shepherd and teacher of his diocese, responsible for ensuring that his valued co-workers in ministry are well prepared and competent to carry out their ministerial roles and functions.

Our Catholic religious beliefs provide the basic framework for our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.

The Catholic Church has a special commitment to the poor, the oppressed, and the immigrant. We are committed to promoting a “Culture of Life” from the moment of conception to the moment of natural death. We believe in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. We believe human sexuality and human procreation are gifts from God to be shared through the risen Christ only by those joined in marriage, an institution that is itself instituted by Almighty God. We believe that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. We believe in the rights of workers to just working conditions, just wages and benefits, as well as the right to organize and join unions or other associations. We oppose all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

As a community of believers, we embrace as a matter of faith, the teachings, policies and beliefs of the Magisterium of the Catholic Church, as defined in the Deposit of Faith. We, therefore, reject anything which is contrary to that teaching, including:

- abortion, euthanasia, assisted suicide, artificial contraception, voluntary sterilization, and the unnecessary use of capital punishment;
- pornography and obscenity, adultery, cohabiting in sexual relationships of any nature outside of marriage, homosexual activity, the notion of “gay marriage,” and the adoption or placement of children in anything other than a traditional family setting;
- secularism, the paring back of religious freedom rights, or the restriction of religious liberty and liberty of conscience, anti-Catholicism, or anti-Catholic biases;
- the abuse of alcohol or the use of illegal narcotics or other controlled substances; and
- violence or the use of force to resolve social, political or religious problems.

**Must the Church’s employees share the Church’s vision and witness the Catholic faith in their life and work?**

Yes. Every member of the Church must stand before the world as a witness to the life and resurrection of the Lord Jesus. This is particularly important for those person who work and minister in the name of the Church. In our daily affairs and our work, we, as faithful disciples of the risen Christ, must be guided by a Christian conscience, since even in secular business there is no human activity that can be withdrawn from God’s dominion.

The Diocese, in its role as an employer, expects all employees to be persons, who by word and deed, support and advocate the positions of the Catholic Church. We understand that employment by the Roman Catholic Church is not for everyone, because there are people of good faith who disagree with our teachings and views. Those unable to authentically witness the Catholic faith by their lives may wish to reflect and seek pastoral guidance before applying for employment or ministry in the Church.

**Does the obligation to share the Church’s vision also pertain to employees who are not Catholic?**

Yes. As Catholics, we believe that our Faith is universal — that’s what the word “Catholic” means. Thus, even if a person is not Catholic he or she remains called by the Lord to stand before the world as a witness to Christ’s life and resurrection. Persons whose lives do not witness the teachings of the Catholic faith by virtue of their own objections or disbelief, or are unable to witness the Catholic faith by virtue of their lifestyle choices or public conduct, do not meet the basic criteria to work or minister in the name of the Church.

After you have carefully reflected on what is contained in this Pre-Application Statement, we invite you to complete the Acknowledgement and Applicant Questionnaire, if you are interested in seeking employment with the Diocese of Sacramento.

**ACKNOWLEDGMENT**

By signing below, I hereby acknowledge that I have received and read the foregoing Pre-Application Statement of the Diocese of Sacramento. After reading and reflecting upon the teachings and beliefs of the Catholic Church, and the manner in which those matters impact lay employees of the Diocese, I wish to apply for employment with the Diocese, with a full understanding of the religious nature of the Diocese as an employer. I understand the Diocese's expectations that if my application for lay employment results in my being hired, I will be subject to standards of conduct that incorporate the teachings and beliefs of the Catholic Church as set forth in the Pre-Application Statement, and that these performance expectations will be a material condition of my employment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Prospective Applicant Signature

Print Name \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Position you are applying for?

\_\_\_\_\_

Location (if known)

\_\_\_\_\_

# APPLICANT QUESTIONNAIRE

(To be completed in writing by the applicant)

Having read and reflected upon the attached Pre-Application Statement, please respond to the following questions regarding your relationship with the Catholic Church.

1. Are you Catholic?  Yes  No  
(If not, please skip to Question No. 11 )
2. Have you received the Sacraments of Initiation (i.e., Baptism, Eucharist, and Confirmation)?  Yes  No
3. What parish do you attend? \_\_\_\_\_
4. What is the name of your Pastor? \_\_\_\_\_
5. Do you regularly attend Mass and receive the Sacraments?  Yes  No
6. If you are presently married, did you enter into the Sacrament of Marriage in the Church?  Yes  No
7. If you answered "No" to Question 6, and are not in a sacramental union (i.e., a marriage between two baptized persons), is your marriage recognized by the Catholic Church?  Yes  No
8. If you are not married, are you living as a single person consistent with Catholic teaching (i.e. not cohabiting in an unchaste relationship with another person)?  Yes  No  
If "yes," are you a member of a secular institute or a religious institute?  Yes  No  
If so, what secular institute or religious institute do you belong to?  
\_\_\_\_\_
9. Have you received the Sacrament of Holy Orders (i.e., priest or deacon)?  Yes  No
10. If you answered "Yes" to Question 9, have you been dispensed from your ordination promises and returned to the lay state by the Holy See?  Yes  No
11. If you are not Catholic, are you enrolled as a catechumen or candidate in formation for reception into the Church?  Yes  No  
At which Parish? \_\_\_\_\_  
When will you be baptized/received into the Church? \_\_\_\_\_
12. Are you affiliated with another church?  Yes  No  
If so, which church do you attend? \_\_\_\_\_  
What is your pastor's name? \_\_\_\_\_

13. Have you ever been previously employed by any organization or institution affiliated with the Diocese of Sacramento or the Catholic Church (e.g., another (arch)diocese, a parish, a parochial school, a Catholic high school, a Catholic hospital, a Catholic University, etc.)?

Yes  No

14. If you answered "Yes" to Question 13, please identify each prior Catholic institution that employed you, state the dates of your employment, and provide a brief explanation as to the reason you left each such employment position. (You may use the back of this sheet if additional space is required)

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15. If you answered "Yes" to Question 13, have you ever been placed on an involuntary leave of absence, been dismissed, or been involuntarily terminated by the Catholic organization or institution that employed you previously?  Yes  No

If you responded "Yes," please explain: \_\_\_\_\_

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16. Do you have any objections to, or disbelief of, the teachings of the Catholic faith that would render it difficult for you to minister and work in the name of the Church?

Yes  No

17. Have you engaged in any public conduct or relationships that would, in view of the teachings and beliefs of the Catholic Church, render it difficult for you to minister and work in the name of the Church?  Yes  No

18. Do you feel that you require more information regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality before being further considered for employment?  Yes  No

19. Do you have any questions regarding the Catholic religious faith, the teachings and beliefs of the Catholic Church, Catholic moral and ethical principles, or Catholic spirituality that you would like to discuss with a priest, religious sister, or deacon?  Yes  No

I represent and certify that I have truthfully responded to the questions set forth above.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Print Name \_\_\_\_\_

Position Applying For \_\_\_\_\_



**Roman Catholic Diocese of Sacramento  
EMPLOYMENT APPLICATION**

It is the purpose of the Catholic Diocese of Sacramento, and of all of its many parishes and other parts, to continue the mission and ministry of the Roman Catholic Church:

- by bringing all to a greater personal love and knowledge of God;
- by proclaiming the truths of life and salvation as revealed in Sacred Scripture and Catholic tradition;
- by seeking the Kingdom of God;
- by being in all that we say and do a visible sign of Christ's presence; and
- by sharing in a joyful living community,
  - a community of faith in the Word,
  - a community of worship in sacramental life,
  - a community of love in service,

as we express in our daily lives the teachings, principles, values and practices of the Roman Catholic Church.

All those who associate themselves with us, whether as employees or as volunteers, commit themselves to the following principles:

- To respect the dignity of each person as one called by God and made in God's image and likeness;
- To strive to inculcate Gospel values and Catholic Church teachings in every aspect of their work;
- To maintain standards of professional and personal conduct which reflect the values, principles and teachings of the Catholic Church;
- To contribute by personal example to a climate of Christian faith and Roman Catholic practice;
- To support the official policies and practices of the Roman Catholic Church and of the Roman Catholic Diocese of Sacramento and its Diocesan Bishop.

In addition, all those employees and volunteers who are Catholics are expected to be loyal to the Catholic Church and to exemplify the teachings of the Catholic Church in their personal lives and practices. The Catholic Diocese of Sacramento does hire as employees persons who are not members of the Roman Catholic Church. All non-Catholic employees are required, as a condition of employment, to conduct themselves in a manner that is not incompatible with, or hostile to, the teachings and mission of the Roman Catholic Church.

It is our policy to comply with applicable state and federal laws prohibiting discrimination in employment based on race, age, color, national origin, disability or other protected classification.

**PLEASE PRINT**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Business Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
NO. STREET CITY STATE ZIP CODE

Email Address: \_\_\_\_\_ Parish: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position applying for: \_\_\_\_\_

Please indicate the type of employment you are seeking by checking ( ) any of the following which apply.

Regular full-time work:     YES    NO      Days and hours available: \_\_\_\_\_

Regular part-time work:     YES    NO      Days and hours available: \_\_\_\_\_

Temporary work:             YES    NO      Days and hours available: \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

**PERSONAL INFORMATION**

Have you ever applied to or worked for the Diocese of Sacramento before?  YES  NO  
 If yes, when and where? \_\_\_\_\_

Do you have any relatives working for the Diocese of Sacramento?  YES  NO  
 If yes, state name(s) and relationship. \_\_\_\_\_

Why are you applying for work at the Diocese of Sacramento? \_\_\_\_\_

Are you at least 18 years old?  YES  NO  
*(If under 18, hire is subject to verification that you are of minimum legal age and have been granted a student work permit, if applicable.)*

If hired, can you present proof of your legal right to live and work in the United States?  YES  NO

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?  YES  NO

If accommodations are needed, please explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION, TRAINING AND EXPERIENCE**

School	Name and Address	No. of Years	Did you Graduate	Degree or Diploma
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College/ University			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Vocational/ Business			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Many of our services are provided to persons who do not speak English. Do you speak and/or write any foreign language?  YES  NO

If yes, which language(s) do you: SPEAK \_\_\_\_\_ WRITE \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you believe make you especially suited for work at the Diocese of Sacramento? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Are you currently employed?  YES  NO  
 If so, may we contact your current employer?  YES  NO

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
NO. STREET CITY STATE ZIP CODE

Type of Business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Supervisor's Name: \_\_\_\_\_

Your Position and Duties: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Work Schedule: Hours per Day: \_\_\_\_\_ Days per Week: \_\_\_\_\_ Months per Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
NO. STREET CITY STATE ZIP CODE

Type of Business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Supervisor's Name: \_\_\_\_\_

Your Position and Duties: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Work Schedule: Hours per Day: \_\_\_\_\_ Days per Week: \_\_\_\_\_ Months per Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
NO. STREET CITY STATE ZIP CODE

Type of Business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Supervisor's Name: \_\_\_\_\_

Your Position and Duties: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Work Schedule: Hours per Day: \_\_\_\_\_ Days per Week: \_\_\_\_\_ Months per Year: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

