

Diocese of Sacramento

JOB DESCRIPTION

LOCATION: St. Mary Parish School

POSITION STATUS: Full-Time

POSITION: Facilities Manager

CATEGORY: Non-Exempt

SUPERVISOR: Principal

JOB SUMMARY: Oversees the maintenance, safety, and efficient operation of school buildings, grounds, and equipment. Responsible for routine and preventive maintenance, coordinating contractors and service providers, managing facility improvement projects, and ensuring a clean, safe, and welcoming campus for students, staff, and visitors. The ideal candidate is organized, flexible, skilled in problem-solving, and committed to working collaboratively with the school community to maintain a well-functioning learning environment.

ESSENTIAL FUNCTIONS:

- Keep all buildings in clean and sanitary condition.
- Perform routine maintenance of school.
- Call contractor for repairs as needed.
- Monitor and oversee contracted services for grounds keeping, pest control, custodial and any other maintenance-related services.
- Plan and schedule routine and preventive equipment and appliance maintenance according to warranty/manufacture specifications and safety considerations.
- Maintain work center for maintenance activities and secure control of materials providing a system to track inventory usage.
- Maintain file system for all contracts blue prints, equipment warranties and service manuals.
- Coordinate procedures for school staff to report maintenance requests and emergencies in a timely manner.
- Develop procedures for after duty hours emergencies including holidays and weekends.
- Attends all staff meetings
- Participates in training programs, conferences, courses, and other aspects of professional growth as recommended by the Principal
- Maintains a professional attitude
- Exhibits flexibility in the day-to-day school environment
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Works cooperatively with all school personnel
- Performs related duties as required

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent. 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. The ability to perform heavy physical labor with the exposure to climate and temperatures changes. 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.