Parish: Good Shepherd Catholic Church, Elk Grove
Position: Parish Plant Manager

Position Status: Full-time
Category: Exempt

Supervisor: Pastor/ Business Manager
Salary Range: $72,384 per year

Job Summary

The Parish Plant Manager role is responsible for care, maintenance, and operational readiness of parish facilities and grounds while coordinating the practical needs of parish activities. This position ensures the success of future ministry and facilities growth by assessing and implementing varied support to accomplish practical needs and sustainable growth of the Parish as a whole (School and Church).

Responsibilities include maintenance planning and implementation, improvement projects, vendor coordination, technical support, and event logistics. Working with the Business Manager, Pastor, staff, and ministry leaders, the manager establishes priorities, coordinates resources, and follows work through to completion to support worship, ministries, and parish life.

Essential Functions

1. **Manage parish capital improvements and facility projects.** Work with the Pastor, Business Manager, designated staff, Parish Council, and Finance Council to identify needs, establish priorities, and coordinate approved building, renovation, and repair projects.
2. **Manage project execution and contractor communication.** Serve as the operational contact for assigned parish and school projects, coordinating project requirements, vendor access, schedules, and follow-through. Keep leadership informed of progress, concerns, and decisions requiring approval.
3. **Plan and prioritize facilities maintenance.** Assess the condition of parish buildings, grounds, and equipment; identify preventive maintenance and repair needs; and recommend timely action to preserve parish assets and reduce disruptions.

4. **Manage facility operations across parish activities.** Work with staff, ministry leaders, and school representatives to align facility use, equipment, access, and event requirements. Identify operational conflicts and coordinate practical solutions.
5. **Support safe and secure use of parish facilities.** Coordinate opening and securing buildings, conduct facility and post-event walk-throughs, address identified hazards, and support adherence to parish guidelines, applicable city ordinances, and safety requirements.
6. **Manage audiovisual and technological improvements.** Assess operational needs with parish staff and IT personnel, coordinate approved streaming and equipment upgrades, and support reliable use of parish technology.
7. **Manage maintenance requests and operational follow-through.** Establish clear procedures for staff to report maintenance needs and emergencies; assess urgency, coordinate an appropriate response, and communicate the status of unresolved concerns.
8. **Maintain essential facility and project records.** Organize contracts, blueprints, equipment warranties, service manuals, and maintenance records to support repairs, project planning, and continuity of parish operations.
9. **Provide parish and ministry operational support.** Collaborate with the Youth Director and other ministry leaders to coordinate facility needs, equipment, and logistics for ministry programs, Children's Faith Formation, and parish events.
10. **Ministry development with Youth Director.** Work with designated staff to work with ministry and ministry leaders to accompany all parish ministries to grow and enhance the mission of the Church and vision of the pastor. Assist leaders in growing their team, ministry, and selves. Highlight youth initiatives, vocations and evangelization. Appreciation and development activities. Screen new ministry and existing ministry statuses.
11. **Manage and assist with event preparation and restoration.** Arrange setup, takedown, facility access, and post-event cleaning so parish spaces are prepared for scheduled activities and returned to an appropriate condition afterward.
12. **Maintain clean, sanitary, and functional facilities.** Perform and coordinate routine cleaning, light repairs, and preventive maintenance; refer major repairs and specialized work to parish leadership or qualified service providers.
13. **Coordinate with School Facilities staff**. To maintain a rationed inventory, stay within budget demands, and understand possible improvements site wide.

14. **Parish and school liaison.** Create a single unified collaboration between the parish and school staff and activities. Fostering communication and collaboration among parish and school leadership to coordinate shared initiatives, ministry opportunities, events, resources, and operational needs in support of the Church's mission.
15. **Perform additional facilities and parish operations duties** consistent with the responsibilities of the position and priorities established by parish leadership.

Minimum Qualifications

Education:

* Bachelors Degree or equivalent required

*Master Preferred

Experience:

* Facilities maintenance experience preferred.

* Ministry Experience and coordination preferred
* Some clerical/administrative experience helpful but not required.

Skills / Knowledge:

* Strong work ethic, attention to detail, and reliability.
* Ability to work independently and follow established routines.
* Basic knowledge of cleaning and facility maintenance.
* Good communication and customer service skills to assist parish families.
* Willingness to support office staff with limited clerical duties as assigned.

*Ability to assess and assist with ministry needs

*Additional certificates and qualifications deemed operational important can be applied to future step increases

*Continued professional growth and development required

*Possible Nights, Swings, Splits, and On Call schedule. May need to work holidays and weekends.

If interested, please forward your resume to:

Good Shepherd Catholic Church Attn: Denise Wesleder, Business Manager

goodshepherdchurch@gscceg.org