



ROMAN CATHOLIC DIOCESE OF BOISE

Job Description

Parish:	Holy Apostles Catholic Church
Position Title:	Facilities Manager
FSLA Designation:	Full-time, Non-Exempt
Reports to:	Parish Operation Manager

POSITION SUMMARY:

Facilities Manager is responsible for the comprehensive maintenance, safety, and operational readiness of all parish buildings and grounds, including the church, Adoration chapel, rectory, and associated properties. This role ensures that all facilities are clean, safe, functional, and aligned with parish needs.

The Facilities Manager oversees vendor relationships, coordinates maintenance and minor construction projects, manages inspections and compliance, and performs hands-on repairs as needed. This position plays a vital role in supporting parish operations and fostering a welcoming environment for staff, volunteers, and parishioners.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational and planning skills with great attention to detail.
- Ability to set priorities and adjust priorities daily within a dynamic environment.
- Exceptional interpersonal skills for working effectively with staff, volunteers, parishioners, and external vendors.

- A proactive self-starter who takes full ownership of daily operations with minimal supervision.
- Ability to maintain focus and productivity despite frequent interruptions or competing demands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Facilities & Grounds Maintenance

- Perform routine maintenance and hands-on repairs (painting, plumbing, carpentry).
- Prepare all facilities and grounds for changing weather conditions (e.g., winterizing irrigation, storm prep).
- Inspect roofs (flat and tile) bi-annually.
- Maintain parking lot including seal coat, drainage, cleanliness, striping, and signage
- Ensure HVAC and lighting systems are fully operational. Schedule and document all routine inspections and emergency repairs.
- Efficiently manage maintenance requests by delegating tasks to custodial staff or completing repairs personally.
- Oversee property landscape including mowing contractors, tree, irrigation, and maintenance.

2. Safety, Security & Compliance

- Ensure all inspections, certifications, and licenses are current and documented (e.g., fire suppression systems, alarms, kitchen compliance, safety systems).
- Manage burglar alarms, security codes, keys, cameras, and camera software.
- Act as the primary liaison for the security team and local authorities.
- Conduct annual safety walkthroughs with Catholic Mutual; proactively identify and correct hazards.
- Maintain the facility golf cart and manage FCC radio licensing.

3. IT & Technical Support

- Act as the on-site point of contact for IT support to troubleshoot internet, WiFi, VOIP phones, and hardware.
- Procure and renew licenses for servers (Storagecraft/Lenovo), firewalls, and PCs.
- Maintain an accurate equipment inventory.

4. Vendor & Financial Management

- Source, bid, negotiate, and oversee external contractors and service providers
- Ensure quality and completion of contracted work
- Maintain and renew service contracts (e.g., HVAC, landscaping, pest control, alarms, IT systems)
- Track, process, and approve invoices and purchase orders
- Develop and manage annual facilities budget, including capital improvements and preventative maintenance
- Work collaboratively with parish leadership and finance council on major expenditures

5. Liturgical & Event Support

- Maintain inventory of liturgical items (candles, oil, hosts, incense, etc) and coordinate the refinishing of sacred vessels (ciboria).
- Coordinate set-up and tear-down for special events, overflow Masses, and seasonal liturgical decorations (banners, pedestals).
- Manage the removal/replacement of stones for engraving and ensure the columbarium area is cleaned and treated regularly.
- Program and maintain the bell tower controller according to the liturgical season.

6. Daily Operations & Mission

- Conduct physical walkthroughs to check for leaks, appliance safety (stoves/water heaters), and building security.

- Perform hands-on "handyman" tasks including painting, drywall repair, pew maintenance, and minor plumbing.
- Serve as a helpful, courteous "face of the church," seeking continuous improvements in safety, ergonomics, and efficiency.

7. Personnel & Janitorial Oversight

- Oversee custodial staff including recruiting, training (e.g., use of chemicals), managing schedules to ensure coverage, and annual performance reviews.
- Maintain an inventory of janitorial supplies and oversee the procurement of cleaning equipment within budget.
- Coordinate and inspect the work of external specialized cleaners (e.g., window washing, carpet steaming, or dome cleaning).

QUALIFICATIONS:

- 5+ years of proven experience in facilities management, preferably in a campus or multi-building environment.
- Degree or certification in Facilities Management, Construction Management, or a related field preferred.
- Comprehensive understanding of HVAC, electrical, plumbing, and fire safety systems.
- Familiarity with IT infrastructure is highly desirable.
- Demonstrated experience supervising staff and managing vendor contracts.

Essential Physical Abilities

- Sufficient mobility, agility, and strength to traverse a dynamic campus environment for extended periods. This includes the ability to reach, stoop, bend, stretch, and lift/move up to 50 lbs. independently.
- Ability to safely ascend and descend ladders, stairs, scaffolding, and ramps as required for roof and high-fixture maintenance.
- Sufficient motor skills to safely operate power tools, facility equipment (e.g., golf carts, lifts), and office technology.

- Ability to converse clearly with staff, vendors, and parishioners to exchange complex information.
- Ability to detect objects and identify proximity, depth, and color to ensure safety and technical accuracy in repairs.
- Must be able to perform all essential duties in a manner that does not endanger oneself or others.
- Must be comfortable working both indoors and outdoors in various weather conditions (heat, cold, rain) and in occasionally cramped or dusty mechanical spaces.

DISCLAIMER: The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have received a copy of this job description.

Signature: _____

Date: _____