

Job Description

Title: Facilities Manager
Reports to: Parish Administrator
Position: Part Time (30 Hours/Week)

Position Summary:

Under direction of the Parish Administrator, the Facilities Manager cares for the physical assets of the church including maintenance, repair, and preparation needs of all church property and grounds.

Responsibilities include, but are not limited to:

- Effectively respond to and address items as directed by the Parish Administrator relating to custodial care, troubleshooting, repair, maintenance, building operations, mechanical systems, and grounds maintenance.
- Regularly inspect the parish property and grounds to proactively identify and resolve facility issues and report any issues to the Parish Administrator.
- Perform basic maintenance tasks and repairs such as replacing light bulbs, painting, patching holes in the wall.
- Perform various manual labor tasks requiring some specialized skills in the areas of carpentry, painting, plumbing, and electrical.
- Keep the Parish Administrator advised of dangers/concerns about the condition and maintenance of buildings and grounds.

While not the Facility Manager's primary responsibilities, when a Sexton is unavailable, the Facilities Manager may be asked to perform the following duties:

- Keep all church entrances and yard clear of debris and litter.
- Make sure all trash is emptied and recycled in appropriate manner.
- Set rooms for events and meetings as determined by Event Planning Forms and Parish Administrator, including moving furniture.
- Perform basic grounds maintenance such as spraying for weeds, weed-eating, keeping garden trails clear of debris, trimming.
- Perform needed set-up and clean-up before and after weddings, funeral services, and other functions as assigned.

To apply, please contact Jen Manning at jen@ssechurch.org.