

The Church of St. Joseph, Rosemount, Minnesota

Position title: Facilities Supervisor

Qualifications

- a) Demonstrated ability to understand, evaluate and make decisions that will maintain all building/grounds systems
- b) Demonstrated ability and willingness to follow and enforce all workplace safety procedures required to operate buildings and related facilities
- c) Demonstrated appropriate communication/interpersonal skills that create effective working relationships with staff, parishioners, and guests
- d) Possess or be willing to obtain a basic Boiler's License within two years of employment (we will train)
- e) Demonstrated understanding of fundamental major building systems (HVAC, Plumbing, Electrical, Safety)
- f) Demonstrated computer skills commensurate with accountabilities and equipment requirements
- g) Successfully complete pre-employment physical relevant to requirements of this position
- h) Demonstrated ability to safely operate all custodial equipment
- i) Demonstrated ability to learn maintenance and repair of building automation systems
- j) Able to be on-call 24/7 for emergencies and alarms
- k) Demonstrated ability to respond to emergencies and alarms (cell phone)
- l) Live within 30 minutes of facilities
- m) Driver's license, good driving record, dependable vehicle, and proper insurance (\$100k/300K minimum)
- n) Demonstrated willingness and ability to perform custodial tasks in an emergency (not the norm)
- o) Have related personal tools
- p) Pass Archdiocesan background check

Mental Demands

- a) Effectively utilize the English language orally and in writing
- b) Provide clear and accurate direction
- c) Projects a positive attitude with all requests and especially when there is a high stress situation
- d) Exhibit promptness and dependability
- e) Live a personal lifestyle with Christian values
- f) Ensure confidentiality in all areas
- g) Exhibit patience, understanding and calmness in chaotic situations
- h) Effectively multi-task
- i) Maintain and improve work-related knowledge

Physical Demands

- a) Work all required hours, more at certain times
- b) Periodically adjust schedule or extend hours as required
- c) Walk, stand, sit kneel or bend as needed
- d) Lift up to 50 pounds using proper lifting techniques
- e) Go up and down stairs
- f) Climb up and down ladders
- g) Be aware what is going around you
- h) Operate power equipment and drive vehicles
- i) Work in adverse conditions including hot, cold, and wet environments
- j) Properly work with hazardous waste and chemicals

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Position Description

Position title: Facilities Supervisor

Date: December 02, 2022

FLSA: Exempt – Executive

Reports to: Parish Director

Receives work direction from: Pastor, Principal

Direct Reports: Building Monitors, Custodians, Maintenance Specialist

Provides work direction to: Volunteers, contractors, vendors

Resource person to: Trustee, Pastoral Council

Schedule/ benefits: 40+ hours per week 12 months per year, with benefits. Schedule will vary significantly in response to building maintenance and security needs.

Position Purpose: Oversee all parish facilities and operations, ensuring the maintenance, and monitoring of all buildings, grounds, and equipment. Work cooperatively with the Pastor, Parish Director, Principal, and other staff members to provide an efficient, safe, and effective pastoral environment for ministry in support of the parish mission. This is an oversight position that ensures the right staff and/or vendors are keeping our systems in proper operating order.

General Responsibilities:

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

Representative Responsibilities:

*1. To be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

*2. Participate in creating a productive, harmonious environment, promoting good morale, adequate communication, and cooperative teamwork.

***3. General Management**

- Collaborate with Parish Director on staffing, budget, and ongoing campus maintenance issues
- Develop, implement, and monitor annual operating budget and narrative
- Develop and update multi-year Building Repair and Replacement schedule
- Develop annual building and grounds capital budget needs
- Build and maintain effective working relationships with key service/vendor companies/staff
- Attend staff meetings and other staff functions as required
- Keep supervisor informed of day-to-day operations and incidents
- With the approval of the parish director properly engage and oversee contractors and vendors for identified repairs and projects

- *4. Monitor Major Building Mechanical Systems and engage staff and/or vendors for fixes and maintenance. These include:
 - Energy Management systems
 - Building Security and Safety systems
 - Adequate knowledge of all federal, state and insurance requirements regarding buildings and facilities and ensure proper and adequate implementation for requirements
 - Adequate knowledge of HVAC, electrical and plumbing systems, energy management systems and building security and safety systems
- *5. Utilize eSpace's "Work Order" and "Event Scheduler" modules to:
 - Record and update requestors on repair requests
 - Schedule preventative maintenance needs
- *6. Facility Maintenance and Preventative Maintenance
 - Conduct daily inspections of facilities and grounds
 - Identify any building safety or structural issues and schedule/complete repairs
 - Schedule and monitor performance of all contracted building and grounds service providers
 - Purchase, maintain adequate inventory and ensure safe storage and usage of all maintenance supplies and equipment
 - Review and implement all activity and procedures that ensure the safety of building and grounds usage
 - Oversee the care and maintenance of grounds (all seasons), lawns, trees, shrubs, snow removal, etc.
 - Manage multiple cemeteries, including all aspects of interments and inurnments and maintenance of cemetery grounds, head stones, columbarium, etc.
 - Willing and able to perform custodial tasks in an emergency
 - Perform or contract all required preventive maintenance needed
- *7. Cemetery Supervision
 - Oversee and ensure maintenance of the cemetery and inurnments and in ground burials.
- *8. Staff Supervision
 - Provide supervision of custodial staff relative to daily facility inspection and scheduled use of building including setup, cleaning, and minor repair activity
 - Provide regular performance management feedback to building monitors
 - Schedule staff to meet the building custodial and security requirements
- *10. Be An Effective Team Member
 - Demonstrates reliability – Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner.
 - Communicates constructively – Expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team
 - Listens actively – Absorbs, understands and considers ideas and points of view from other people without debating and arguing every point
 - Functions as an active participant – Fully engaged in the work of the team and does not sit passively on the sidelines.
 - Share openly and willingly – Takes the initiative to keep other team members informed to help get the job done and prevent surprises.
 - Cooperates and pitches in to help – Responds to requests for assistance. Works with others to accomplish any task
 - Exhibits flexibility – Rolls with the punches and can consider different points of views and compromise when needed.

- Works as a problem-solver – Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer, or problem-avoider.
- Treats other in a respectful and supportive manner – Treats fellow team members with respect and understanding to help get the job done.
- Shows commitment to the team – Understands the value of team collaboration and is committed to the success of others.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.

Responsibilities identified with “*” are essential functions of the position.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

Signature Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature Date