

## HOLY TRINITY CATHOLIC CHURCH and SCHOOL

Job Title: FACILITIES MANAGER  
Location: Parish Office  
Hours: 8:00 am – 4:00 pm; evening/weekend meetings as required  
Category: FT, FLSA exempt  
Supervisor: Pastor

**GENERAL DESCRIPTION:** Under direction of the Pastor, FM is responsible for the image of Holy Trinity to the public by maintaining the cleanliness, functionality, safety and use of campus grounds, buildings, systems and related equipment; interacting with parishioners, school parents and vendors; supervising and directing the work of maintenance employee(s) and Administrative assistant; coordinating with the Pastor, Principal and Finance Council on decisions regarding campus facilities, equipment and grounds; Developing/implementing policies and procedures for the facilities and property/equipment that support the mission of Holy Trinity Catholic Church and School within the Diocese of Des Moines, as prescribed by parish and diocesan policies, procedures and practices.

### RESPONSIBILITIES:

- Supervise, schedule, assign, instruct and monitor the work of the maintenance/custodial employee(s) and Parish Administrative Assistant. Provides direction and supervision to contracted service providers
- Maintain and communicate facilities and property/equipment use and request procedures, policies and logs; deploy applicable Diocesan mandated policies/procedures.
- Act as Safety Coordinator for the Parish and School: schedule periodic Safety Committee meetings, plan, support and execute safety protocols and reporting.
- Establish, monitor and oversee cost-effective inventory and purchase of supplies and equipment, within budgetary guidelines.
- Working with outside vendors as needed, support the ongoing operation of all building and grounds systems, ensuring correct operations, cleanliness, safety, and following maintenance/inspection protocols.
- Monitor the security of campus buildings and grounds and report any concerns or actions which may need attention, to the Pastor.
- Coordinate renovations of existing facilities and the construction of new facilities.
- Manage and coordinate the set-up of facilities for parish events and activities.
- Oversee the aesthetic decor and cleanliness of the worship space, the provision of sacred vessels and vestments, and the maintenance of an effective sound/video streaming system.
- Provide support for the Business Operations of the Parish: participate in the budgeting process; review monthly financial reports and other business tasks;
- Attend staff, local committee, and diocesan meetings, as required or directed.
- Foster and maintain good communication and effective collaboration with staff, parishioners, vendors and the public.
- Assist the Parish Office, as needed, with phone inquiries, greeting and directing visitors, determining importance and, when appropriate, refer to appropriate staff or Pastor.
- Perform other duties or special projects, as required or assigned, which are reasonably within the scope of duties enumerated above.

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### **REQUIREMENTS and QUALIFICATIONS:**

- Education: bachelor's degree in business, facilities management or related fields with supervisory experience; OR the knowledge, skill, common sense and mental development equivalent to four years of business college and management/supervisory experience; OR completion of high school with five years of previous business/facilities management and supervisory experience;
- Physical environment: job may require extended periods of sitting, also standing, kneeling, bending, walking over uneven surfaces and up/down stairs; requires contact with/use of cleaning, maintenance, grounds care chemicals; the ability to perform heavy physical labor; lift and carry maximum of 50 pounds; must maintain a valid Iowa driver's license;
- Job-specific knowledge: ability to learn about, understand and inspect building systems; be able to learn and become proficient with different building systems software interfaces; proficiency with PC/MS Office/Google environments;
- Managerial skills: must be a self-starter with the ability to work independently and manage multiple tasks simultaneously; good organizational and communication skills are critical to building relationships with other members of the HT team; must be able to communicate effectively in English both orally and in writing and be a person with sufficient maturity, professionalism and discretion to deal with and work closely with the public, parishioners and staff in a courteous and patient manner. This position must attend or show proof of attendance of the diocesan required Virtus Training Session. This position is viewed as one of the ministries of the Church and the employee must be either a practicing Catholic in good standing (able and does participate in the sacramental life of the Church) or an individual who, although not Catholic, lives a life that is not inconsistent with the teachings of the Catholic Church. As an employee of Holy Trinity Catholic Church, employee should be mindful of wearing attire appropriate to the position and having a well-groomed appearance.
- Attendance: Office hours are 8-4, but position can require after-hours and weekend attendance for meetings or emergency situations, as needed.