

**Mary Queen Catholic Church
Facilities Manager
Job Description**

Job Title: Facilities Manager
Office: Facilities
Reports to: Pastor
FLSA: Exempt
Date: October 2025

SUMMARY

Facilities Manager - To oversee and supervise all aspects of maintenance and to ensure a safe, clean, and efficient program. by managing maintenance, repairs, security, cleaning, utilities, and space allocation, while also coordinating with contractors and supervising facility staff to maintain compliance with regulations and optimize the working environment for occupants. In coordination with the Pastor and Parish Administrator, directs and oversees major projects for remodeling or improving the physical plant.

Construction/Project Coordinator – Is responsible for coordinating construction efforts through in-house and contract labor for new construction with sub-contractors, architects, and the archdiocese. Responsible for overall details, designs and budgetary costs associated with new construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Areas of Responsibility – Facilities Manager

- Supervision of Maintenance Staff
 - Instruct maintenance staff in general custodial tasks and reviews performance with Pastor.
- Develops and monitors an energy management program
 - Manages and monitors energy usage in all buildings.
 - Implement energy conservation measures.
- Maintenance of all building systems and structures
 - Coordinate with janitorial service
 - Maintains and operates all mechanical systems including plumbing, electrical, heating, air conditioning, fire alarm and sprinkler systems.
 - Coordinates all major renovations and repairs.
- Overseas care of parish grounds
 - Supervises ground maintenance (i.e., grass cutting, hedge trimming, tree pruning and removal, etc.)
 - Services all power equipment
 - Review and update maintenance contracts (i.e., Janitorial, Landscape, HVAC etc.)
 - Advise/Coordinate annual MQ Festival set up and tear down with volunteers.

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- Safety and Compliance
 - o Ensures parish facilities meet all local, state, and federal safety regulations.
 - o Conducts regular safety inspections and maintains compliance records.
 - o Oversees fire drills, emergency response plans, and staff safety training.
- Space Management
 - o Working with Parish Ministry Coordinator, schedules and coordinates use of parish facilities to maximize efficiency and avoid conflicts.
 - o Maintains accurate records of space usage for parish, school, and community events.
 - o Recommends improvements for space utilization and accessibility.
- Vendor Management
 - o Identifies, evaluates, and selects vendors for goods and services.
 - o Negotiates and manages contracts to ensure quality and cost-effectiveness.
 - o Maintains strong relationships with vendors to ensure timely service and delivery.
- Capital Projects
 - o Assists Pastor, Business Manager, and Finance Council in planning and budgeting for long-term capital improvements.
 - o **Assists Building Committee, Pastor, and Business Manager in design, bidding, and construction processes for major facility upgrades.**
 - o Oversees contractors and consultants to ensure quality, schedule, and budget compliance.

Major Areas of Responsibility – Construction/Project Coordinator

- Serve as Construction/Project Manager to oversee all construction activities and serve as primary church contact for contractors, architects, and sub-contractors.
- Review construction project scope and assist in developing the overall project budget and ultimately keeping cost within approved budget with no overrides or costly change orders.
- Monitor contractor performance; ensure adherence to terms and conditions of agreements.
- Develop with the assistance of the pastor and/or designated Building Core Team facility design guidelines and outline specifications to ensure project compliance.
- Participate in all planning meetings with design professionals and sub-committee members.
- Conduct regular reviews of schematic design drawings, design development drawings and construction documents.
- Coordinate pre-construction planning with design team, contractors, and other relevant personnel.
- Attend weekly construction job site meetings and communicate progress reports.
- Oversee on-site construction observations with superintendent and document progress.
- Provide periodic construction progress reports for pastor.
- Review payment applications and change order requests and present recommendations.
- Attend walk through inspections for administration with building superintendent.
- Assist in development of punch lists and oversee successful completion.
- Coordinate training of building users and maintenance staff on use of building systems.

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- Coordinate with building superintendent project completion, collection of close-out documents and processing of final payments.
- Coordinate warranty administration.

Additional Areas of Responsibility – Grounds & Maintenance Committee

- Coordinate Grounds & Maintenance committee meetings.
- Adhere to archdiocesan policy for documenting and performing regular and preventative maintenance on all parish campus, grounds, and buildings.
- Train employees and volunteers with regards to maintenance of specific areas or equipment.
- Participate in Emergency and Safety Preparedness planning and training.
- Work with Emergency and Safety Committee to plan and execute check lists in the event of an emergency.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in related field and/or applicable industry/church experience preferred.
- Demonstrated familiarity with maintenance of buildings and systems, and project management practices.
- Experience leading and managing multiple employees.
- Experience with upholding policies, procedures, and regulations.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Technical knowledge of building systems, maintenance procedures, and facility management best practices.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Ability to exercise considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Requires a level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Performs work at a high level of accuracy and attention to detail.

SUPERVISORY RESPONSIBILITIES

- This position has supervisory responsibilities.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made per ADA guidelines. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment is typical of an office environment. Employees are not required to travel for this position and no regularly scheduled overtime will be required.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Pastor and/or their supervisor.

Send cover letter and resume with salary requirements to John Laine at jlaine@maryqueenchurch.org.