



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Facilities Supervisor

**Opening Date:** 07/14/2025

**Closing Date:** When filled

**Location of Job:** The Madeleine Parish and School

**Location Address:** 3123 NE 24th Ave, Portland, OR 97212

**Position:** Exempt, full-time (40 hours per week), benefits eligible (comprehensive health and disability package) with a generous paid time off plan and a 403(b) retirement plan with employer contributions.

**Position Summary:** The purpose of this position is to oversee the effective and efficient operation and maintenance of all parish buildings and grounds.

**Primary Responsibilities:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Collaborates with the Pastor in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's goals and objectives, with specific focus on stewardship of the parish's buildings, equipment and grounds. Serves as a professional resources to staff regarding building operations and maintenance.
2. Directs and implements the annual work plan regarding plant operations and maintenance. This is accomplished by overseeing the implementation of schedules for all maintenance and custodial requirements, by performing required maintenance when needed and feasible, and/or by contracting with others to do it. Incumbent also evaluates the methods and procedures used in performing the maintenance and custodial duties and revises them as necessary.
3. Assures the supervision of all maintenance and custodial personnel in the parish

including, the school. Incumbent accomplishes this task by participating in the recruitment and hiring process, and by training, motivating, supporting, scheduling and evaluating staff. Incumbent also recommends to the Pastor termination of staff.

4. Assists the pastor or their delegate in preparing information on major capital projects, including building renovation or remodel and/or facilities or grounds improvement. If project is approved, incumbent serves as liaison between the parish and the contractor(s) and vendors in overseeing the completion of work.

5. Assures the maintenance of all plant systems and equipment. This is accomplished by conducting periodic maintenance checks on the HVAC equipment, as well as all plumbing, electrical, drainage, time and security systems. Incumbent notifies pastor or their delegate if/when current systems need to be replaced.

6. Coordinates the parish's asbestos management plan. This is accomplished by developing and implementing a schedule for addressing the asbestos problems of the parish's facilities, consistent with Archdiocesan guidelines.

7. Oversees the scheduling of seasonal maintenance needs. This is accomplished by developing a seasonal workplace for lawn and shrub care, roof cleaning, snow removal, and parking lot and walkways maintenance.

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8. Oversees the maintenance of an adequate inventory of custodial, maintenance and operational supplies. This is accomplished by purchasing or renting supplies/equipment as necessary.

9. Coordinates the parish's energy management program. This is accomplished by educating staff and building users about energy and conservation and by recommending and maintaining equipment as necessary.

10. Assures budget for operations and maintenance is prepared and submitted in a timely manner. When budget is approved, assures the monthly monitoring of expenses and revenue; authorizes expenditures for that budget.

11. Participates as a member of the Parish Safety Committee and Buildings and Grounds Committee. Incumbent provides information and research to the committees as requested and as available.

12. Maintains a current level of knowledge and skills required to perform the job. This is accomplished by reading appropriate materials and by attending workshops and classes. Incumbent also maintains membership/affiliation with appropriate professional organizations.

13. Performs other work-related duties as assigned.

**Required Knowledge, Skills and Abilities:**

Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in performances.

Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at a supervisors request, and may contain confidential/sensitive matters.

Excellent organizational and communications skills. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary.

Work is performed both indoors and outdoors, under continual, tight deadlines. Work may be performed in a parish/office setting.

**Minimum Qualifications:**

- Five years experience in custodial, building, and grounds maintenance. Considerable knowledge of plumbing and electrical systems in a public facility as well as heating and boiler systems. Proficient in use and care of custodial equipment and supplies. Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.
- Practicing Catholic preferred.
- Valid driver's license required.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

**To apply, please send a resume, cover letter, and 3 professional references to My Schoning, [mhoang@themadeleine.edu](mailto:mhoang@themadeleine.edu).**