

## Director of Facilities

### Position Summary

The Director of Facilities is responsible for the strategic and day-to-day oversight of all facilities operations for St. John the Evangelist Catholic Church and St. John Catholic Academy. This leadership role ensures that all buildings, grounds, and infrastructure are safe, secure, functional, welcoming, and aligned with the mission of the parish and school.

The Director of Facilities manages the facilities team, oversees maintenance and landscaping operations, and leads all capital improvement, renovation, and expansion projects. A strong emphasis is placed on project management, planning, budgeting, and coordination with contractors and stakeholders to support both current operations and long-term growth.

### Key Responsibilities

#### Facilities Operations & Maintenance

- Oversee daily operations of all church and school facilities, including buildings, grounds, systems, and equipment
- Ensure preventative maintenance programs are implemented and maintained
- Direct, supervise, and perform landscaping, custodial, and maintenance services
- Ensure compliance with safety regulations, building codes, and diocesan requirements
- Respond to facility emergencies and urgent maintenance needs

#### Leadership & Team Management

- Manage, supervise, and develop the facilities and maintenance staff
- Establish clear priorities, schedules, and performance expectations
- Foster a culture of accountability, stewardship, and service consistent with Catholic values

#### Project Management & Capital Improvements

- Lead all facilities-related capital projects, renovations, and expansions from planning through completion
- Develop project scopes, timelines, budgets, and resource plans
- Coordinate with architects, engineers, contractors, vendors, and diocesan representatives
- Oversee bidding, contract management, and quality control
- Monitor project progress, budgets, and schedules to ensure successful on-time, on-budget delivery
- Provide regular project updates and recommendations to parish and school leadership

#### Planning, Budgeting & Stewardship

- Develop and manage facilities operating and capital budgets
- Identify long-term facilities needs and contribute to master planning efforts
- Recommend improvements that enhance safety, efficiency, sustainability, and functionality

- Ensure responsible stewardship of parish and school resources

## Collaboration & Mission Support

- Work collaboratively with clergy, school administration, parish staff, and volunteers
- Support parish and school events by ensuring facilities are prepared and operational
- Uphold and support the mission, values, and teachings of the Catholic Church

## Qualifications

- Bachelor's degree in Facilities Management, Construction Management, Engineering, or a related field preferred (or equivalent experience)
- Minimum of 5–7 years of progressive experience in facilities management, with significant project management responsibility
- Must successfully pass a Level II background screening and credit check.
- Strong working knowledge of HVAC, electrical systems, plumbing, carpentry, and general maintenance.
- Proficient in Microsoft Office and basic computer operations.
- Proven experience managing capital improvement or construction projects
- Supervisory experience leading facilities or maintenance teams
- Strong knowledge of building systems, maintenance practices, and safety standards

Here is the Background Screening Clearinghouse Education and Awareness website:

<https://info.flclearinghouse.com>

## Skills & Competencies

- Strong project management, planning, and organizational skills
- Ability to manage multiple projects and priorities
- Budget development and financial oversight experience
- Excellent communication and collaboration skills
- Problem-solving mindset with attention to detail
- Commitment to serving in a faith-based environment

## Working Conditions

- Occasional evening or weekend availability required for events, emergencies, or projects
- Physical ability to access facilities, walk grounds, and oversee work in progress

## Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person

Pay: \$50,000.00 - \$65,000.00 per year commensurate with experience