

**St Mary Oak Ridge, TN**

**327 Vermont Ave.**

**Position Title:** Facilities Maintenance Manager

**Supervisor:** Parish Office Manager/Pastor

**Classification:** Full-Time Non-Exempt

**Purpose of Position:** The Facilities Maintenance Manager (FMM) is responsible for the operations of all physical facilities, including the church and school. The FMM will provide oversight and general maintenance and repairs of all parish buildings, grounds, parking lots, equipment, building systems, general security, and custodial routines; ensuring the facilities are fully operational, safe, clean and neat, and prepared for educating students, celebrating Mass and hosting ministry activities. The FMM will oversee and perform maintenance/repairs for the Parish campus buildings, equipment (HVAC, electrical, plumbing, mechanical) and act as a church representative with outside contractors and inspectors coming onto the property or into the buildings.

**Essential Skills/Qualifications:**

- Bachelor's degree in Facility Management, Engineering or applicable field (preferred) or equivalent work experience
- Minimum 5 years' experience
- Strong understanding of building systems, including HVAC, plumbing, electrical, construction and mechanical systems
- Ability to perform minor repairs
- Proficient in computer software such as facility management systems, MS Office, and building automation systems.
- Excellent verbal and written communication skills and the ability to negotiate contracts and agreements.
- Strong leadership skills and ability to manage and motivate team members and volunteers.
- Strong understanding of safety and security regulations and be able to implement policies and procedures that comply with local, state, and federal regulations.
- Strong customer service skills and work with a wide range of stakeholders to ensure their needs are met.
- Ability to climb a ladder, lift 50 pounds, bend, stoop, squat, crawl and stand for long periods of time.
- Reside near the church to ensure quick emergency response.
- Must be flexible and able to work evenings, weekends, and holidays if required

**Essential Duties Include, But Are Not Limited to:**

- Prioritize: Maintenance and facility requests from church and school
- Walk-through: Regular weekly inspections of buildings/grounds to identify and resolve maintenance and safety issues.
- Systems: Inspection, monitoring, and maintenance of the electrical, HVAC, water systems, etc. to ensure safety requirements are compliant
- Manage: Keyless entry systems, security cameras, and key cards.
- Action Plans & Preparedness: Create and implement preparedness plans-maintenance, repairs, emergency and safety.
- Permits & Municipalities: Interact with local municipal officials to ensure permits and licenses are in order, and maintain up to date contact information with fire, police, alarm/security systems, and other vendors.
- Maintenance: Ensure repairs and janitorial needs are met for buildings and grounds, while performing a wide variety of general and semi-skilled maintenance, as needed.
- Constructions Projects: Procure/manage contractor bids where needed.
- Maintain Records: Maintenance scheduling, service contracts, permits, licenses, estimates, etc.
- Inventory: Maintain inventory of consumable supplies and repair parts; order supplies, as needed.
- Compliance: Ensure OSHA Compliance, Catholic Mutual, City Codes and Annual Safety Inspections
- Leadership and Supervision: Coordinate and supervise employees, vendors, contractors, and volunteers.
- Teamwork: Work with Parish Facilities Committee and attend monthly evening meeting
- Primary Contact: For facility related emergencies, which may require evening and weekend work.

**TO APPLY:**

Please contact Kathy Mesmer at (865)482-2875 or [parishmanager@stmarysoakridge.org](mailto:parishmanager@stmarysoakridge.org)