

Our Lady of Lourdes Parish and School

Position description: Director of Facilities

Position Summary

The director of facilities oversees maintenance and janitorial operations of the church, rectory, two school campuses and grounds, ensuring clean, safe and well-functioning facilities for parish and school ministries. This position reports to the director of operations and works closely with the pastor, heads of school and other parish staff. The director of facilities is an experienced leader with strong technical, communication and problem-solving skills.

Responsibilities

- Collaborates with the pastor, heads of school, director of operations, and other staff members to plan and prioritize maintenance and janitorial activities.
- Supervises all maintenance operations, including work performed by in-house staff and outside contractors ensuring that high standards of workmanship, cleanliness, and safety are maintained.
- Performs and/or supervises work related to HVAC, electrical, plumbing, safety and security systems, janitorial services, grounds maintenance, sprinkler systems, and snow removal. In consultation with the director of operations, determines work to perform in house and work to be contracted.
- Coordinates all contracted services (cleaning, snow removal, landscape, etc.); Solicits bids, interviews contractors and negotiates terms for outsourced maintenance services. Establish preventative maintenance programs for all systems and structures.
- Ensures that maintenance work-order requests are prioritized and addressed
- In collaboration with heads of school and director of operations, develops and implements a long-term deferred maintenance plan for the parish and school.
- Works with parish finance team to develop and monitor the annual facilities budget.
- In collaboration with the director of operations, directs and oversees major renovation projects
- Coordinates event set up/take down.
- Oversees purchasing of maintenance and supplies parts.
- Responsible for compliance with Federal, State and Archdiocese maintenance and safety regulations, including maintaining the schools' asbestos management plans.
- Fosters a spirit of excellence and teamwork within the maintenance department.

Education and experience requirements

- 10+ years' maintenance experience, including supervisory experience.
- Excellent interpersonal and communication skills, attention to detail, and project-management abilities.
- Team player who can build relationships and collaborate effectively with fellow staff members, contractors and volunteers.
- Excellent working knowledge of all aspects of building systems, able to perform minor electrical, plumbing, machinery and other mechanical equipment repair.
- Knowledge of applicable federal, state, and city regulations impacting facility operations.
- Able to meet physical demands of the position, including carrying 50 pounds, standing for long periods of time, climbing ladders, and operating power tools and other equipment.
- Basic computer literacy.
- Positive attitude toward the Catholic Church, her teachings, and her work. This person refrains from public promotion or approval of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrines or morals.