ST. MARY CHURCH *Effective: 9/15*

PARISH PLANT MANAGER

Classification: Occasional Part-Time / Non-Exempt

Weekly Schedule: 20 hours per week or less

**Job Description**

Supervisor: Business Manager

Primary Function of this Position

The Parish Plant Manager serves the parish by performing and/or supervising all routine and incidental maintenance on all the parish grounds and structures.

Major Position Responsibilities and Regular Activities

1. Oversees the physical plant as directed by Business Manager.
2. Routinely inspects equipment, structures and grounds for damage and pests
3. Maintains all parish building systems and structures (plumbing, electrical, HVAC, fire alarm, sprinkler systems, etc.) to provide effective operation.
4. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, etc.
5. Accompanies all inspectors (fire, health, insurance, etc.) on their rounds
6. Coordinates all major renovations and repairs.
7. Receives at least three bids on all projects that are being contracted out and acts as a liaison between contractors and Business Manager.
8. Verifies and inspects all contractor activity.
9. Maintain Fish Pond
10. Communicates and Consults with St. Mary School Plant Manager regarding shared facilities.
11. Attempts to fix broken equipment or appliances prior to securing bids for repair or replacement.
12. Maintains communication with Business Manager.
13. Advises Business Manager of all maintenance issues.
14. Presents their self professionally in conduct and appearance.
15. Maintains Vendor list of all providers of services and supplies.
16. Orders all equipment/supplies upon approval of Business Manager.
17. Maintains an up to date inventory of all parish assets/cleaning/lighting/maintenance supplies.
18. Prepares and manages an annual budget for area of responsibility and administers the expenditures of approved items in consultation with parish Business Manager.
19. Manages and monitors energy usage in all buildings and implements energy conservation measures.
20. Communicates all issues to Business Manager in a timely manner.
21. Works with Parish Hall/Gym Manager as needed.
22. Fosters good public relations both within and outside the parish.
23. Attends staff meetings
24. Attends as requested parish council meetings.
25. Other duties as assigned

Qualifications

Ability to lift 50 pounds.

Ability to work evenings/weekends.

Ability to tolerate exposure to climate change.

Ability to maintain confidentiality in all matters.

Ability to supervise others (employees and volunteers).

Ability to organize and prioritize time.

Ability to relate professionally to a variety of persons.

Ability to exhibit judgement and tact when performing duties.

Ability to prepare an annual budget.

Ability to communicate verbally and in writing.

Ability to provide own transportation for job-related responsibilities.

Ability to operate a forklift/scissor lift.

Good organizational skills.

Knowledge and skill in maintaining the electrical, plumbing and carpentry needs of parish.

Minimum 10 years experience in Construction and/or Facility Maintenance.

Willing to improve knowledge and skills through course work and professional associations as permitted by parish budget.