

**POSITION TITLE: Facilities Supervisor****Opening Date:** 10/26/2022**Closing Date:** N/A**Location of Job:** St. Francis Catholic Church**Location Address:** 15651 SW Oregon St, Sherwood, OR 97140**Position:** Part-time, approximately 20 hours per week, varied schedule, exempt, benefits eligible**Position Summary:** Assist the business manager in maintaining, repairing and servicing all facilities systems on the St. Francis campus.**Primary Responsibilities:**

- Manage maintenance and repair of the St. Francis campus facilities systems including at the church, school, Parish offices and campus grounds.
- Operates from established procedures and determine own practices and procedures, operating independently with minimal supervision.
- Maintain a weekly and seasonal maintenance checklist to keep services in working order for all facilities systems by performing or arranging with the business manager to have vendors perform maintenance, repair and servicing of all facilities systems including:
  - Lighting systems
  - Electrical systems
  - Heating and cooling systems
  - Plumbing systems
  - Roofing, Gutters
  - Doors/Windows
  - Flooring/Carpet
  - Painting

- Furniture
- Electronics/Technology/Safety
- Church bells
- Church fountain
- Reader board
- Asphalt striping
- Signage
- Landscaping
- Document procedures for regular maintenance of facilities systems via paper and/or video recordings.
- Act as IPM Coordinator for the Integrated Pest Management (IPM) plan per ORS 634.740.
- Participate in campus facilities improvement planning.
- Manage purging of facilities of unwanted furniture and materials and refine storage for records

#### **Administrative Responsibilities:**

- Publish a monthly maintenance and repair report detailing the facilities systems that were managed, issues encountered, and upcoming maintenance and repairs planned.
- Manage the performance of vendors contracted for custodial services including cleaning floors, carpets, bathrooms, windows; replenishing supplies; disposing of recycle, garbage; landscape maintenance, snow shoveling. Perform inspections of vendor services of facilities systems and inform vendors and business manager of any inadequate service performance.

#### **Minimum Qualifications:**

- Knowledge and experience maintaining facilities systems including lighting, electrical, heating and cooling, plumbing, roofing, gutters, doors/windows, flooring/carpet, painting, furniture, electronics, technology, safety, signage and landscaping.
- Familiar with OSHA safety requirements relating to buildings and grounds to include the storage and use of hazardous materials.
- Knowledge of facilities management issues, processes and solutions.
- Demonstrate a positive and caring attitude with staff, parishioners, students.

- Enjoy working with a variety of people in a faith-based community.
- Collaborate well with others and possess a service orientation and can-do, positive attitude.
- Maintain a strict level of confidentiality.
- Able to use independent judgment and act decisively to solve problems.
- Verbal and written communication skills.
- Efficient in use of Microsoft Office applications.
- Practicing Catholic preferred.
- Valid driver's license.
- Pass a background check.
- Complete Call to Protect training within first month after hire.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, crawl, climb, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists, knees, and feet. Lifts and moves items up to 50 pounds. Must be able to respond effectively to emergency situations.

**Please send resume and cover letter to [hr@archdpdx.org](mailto:hr@archdpdx.org) to apply.**