



ST·THOMAS
THE APOSTLE

SEEKING A
FACILITIES MANAGER

Saint Thomas the Apostle is a vibrant, growing Catholic community of inclusion located in the Linden Hills neighborhood of southwest Minneapolis. We take pride in the role our beautiful, modern facilities play in the fulfillment of our mission. Recent upgrades include new boilers, HVAC and a number of other significant improvements. The ideal candidate will welcome the opportunity to continue this stewardship of our facilities.

PURPOSE OF POSITION

Oversee and personally supervise and engage in all aspects of mechanical, electrical, plumbing, maintenance and custodial care of buildings, grounds and equipment in such a way as to provide a safe and clean worship, meeting and working environment for St. Thomas the Apostle and its properties.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

POSITION TITLE:	Facilities Manager
REPORTS TO:	Pastoral Administrator
DIRECT REPORTS:	Evening and Weekend Custodial Staff
PROVIDES WORK DIRECTION TO:	Volunteers
RECEIVES WORK DIRECTION FROM:	Pastoral Administrator, Pastor
FLSA: EXEMPT/PROFESSIONAL	Full Time-40 Hours per week

APPLICATIONS, INCLUDING A COVER LETTER, RESUME, AND REFERENCES SHOULD BE SENT TO:

Barbara Staats
Pastoral Administrator
bstaats@stthomasmpls.org

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REPRESENTATIVE RESPONSIBILITIES

Buildings

Repairs/Maintenance of Parish Center

- Oversee repair and maintenance contractors
- Conduct regular maintenance and light repairs
- Provide on-call support for emergencies

Repairs/Maintenance St. Thomas the Apostle Church, Parish Center & Carondelet School HVAC

- Boiler Maintenance for St. Thomas the Apostle and Carondelet School lower campus
- Maintain church & Parish Center AC
- Manage EMS controls and schedules for heating, cooling, and curtailment.
- Oversee elevator maintenance.

Oversee Mechanical Contractor Work

- CO2, Fire extinguishers, Water suppressants
- Maintain internal and external door locks (electronic and mechanical)
- Respond to Excel Energy curtailment requests
- Maintain lighting (bulbs, ballasts, etc.)
- Analyze work to be completed and perform cost comparisons

Grounds

- Oversee lawn maintenance includes mowing and weed control
- Landscape maintenance
- Oversee irrigation system maintenance (contractor)
- Oversee periodic parking lot maintenance: striping, resurfacing etc.
- Oversee repair of parking lot maintenance, i.e., potholes, etc
- Oversee snow removal (contractor)

Security/Fire/Safety Inspections

- Maintain/repair door lock system program
- Conduct walk-through with Fire Marshall
- Schedule and conduct walk through with Catholic Mutual
- Schedule and conduct walk through inspection of Travelers Boiler
- Schedule and walk through for Annual Fire inspections
 - Kitchen Hood and Fire Extinguishers (Nardini)
 - Horns and strobe inspection (Nardini)
 - Fire Panel inspection (Collins)
 - Sprinkler inspection (Viking)

Event related (includes funerals, miscellaneous)

- Set up and take down
- Clean up during and after events

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Supplies

- Maintain inventory
- Purchase supplies
- Perform supply runs as necessary
- Maintain records and order supplies and equipment as needed with approval

Other

- Prepare and administer budget
- Attends Facility committee meetings
- Manage requests for proposals
- Participate in annual performance reviews
- Attend yearly Catholic Mutual General Insurance Seminar
- Remain current in areas of maintenance
- Includes other responsibilities identified as needed by the employee and approved/assigned by the supervisor

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks are outlined in supplemental documents including those in the employee manual, posted procedures etc.

Job Qualifications:

- Have and maintain a current Class C or above Boiler Engineer's License
- Available for evening or weekend emergencies and occasional special events
- Able to pass a Background Check and Physical Examination
- Experience in supervision of custodial staff and volunteers
- Proven ability to provide general electrical, mechanical, plumbing and carpentry repairs
- Proven ability to deal with contract services, bidding as needed, follow up with contracts, ensure insurance certification
- Ability to work with minimal supervision and to be able to make decisions appropriate to the role

Mental Demands:

- A positive and helpful attitude
- Good Communication skills
- Demonstrated ability to work well with others
- Confidentiality, integrity and honesty
- Coordinate and implement multiple concurrent tasks
- Ability to plan, organize and meet deadlines
- Ability to work independently

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Church of St. Thomas the Apostle

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A CATHOLIC COMMUNITY OF INCLUSION



Physical Demands:

- Work required hours to meet needs of position
- Provide own reliable and timely transportation between community sites and sites of ministry
- Pushing, pulling, bending and ability to lift 50 lbs.
- Ability to run cleaning machines
- To be able to climb stairs and ladders and to work at heights
- Ability to be on feet for extended periods of time
- Execution of tasks that require repetitive motion
- Ability to operate tools and equipment in a safe and effective manner
- Successful completion of pre-employment physical