

Sacred Heart Parish
Job Description

NAME:

DATE: March 2026

JOB TITLE: Facilities Director

SUPERVISOR: Business Manager

STATUS: Full Time 1, Exempt, Salary

GENERAL DESCRIPTION

Supervises and coordinates activities of workers engaged in maintaining the buildings in a clean and orderly condition and personally maintains the physical buildings and grounds consisting of the church, administrative office building, rectory, elementary and secondary schools, parish center, convent, and youth ministry house.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directly supervises the custodial staff and is responsible for training, planning, assigning, and directing work
- Develops a preventative maintenance program for buildings, equipment, and grounds
- Schedules and/or performs repairs and maintenance to ensure the physical plant is in good repair and working order
- Directs and/or performs activities on systems to provide a continuous supply of heat, steam, electric, gas or air required for operations
- Works with contractors and architects as appropriate for contracted work assuring the interest of the parish is safeguarded and requirements are met
- Responsible for monitoring snow removal and lawn care contractors to ensure their work is performed per their contracts
- Establishes a system of priorities for routine maintenance work
- Participates in the development of long-range plans for renovation and building improvements
- Orders maintenance materials and custodial supplies
- Ensures Sacred Heart Parish complies with applicable safety and fire regulations, and federal, state, and local building codes
- Confers with school administrators on a regular basis to determine custodial needs and repairs
- On call and maintains a system for alarm responses and building security 24/7, and responds to emergency issues as needed
- Other duties as assigned

ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

- The Facilities Director reports to the Business Manager and works closely with school administrators
- Will establish and maintain harmonious working relationships with staff members, parishioners, volunteers, and the public

WORKING CONDITIONS

The position is 40 hours per week, with flexibility to respond to emergency issues as needed. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, heat, and outside weather conditions. The noise level in the work environment is usually moderate. Physical labor is required. While performing the duties of this job, the employee is required to stand, walk, talk, reach, use hands and fingers to handle or feel, sit, hear, bend, stoop, kneel, crouch, crawl, or climb a ladder. The employee must regularly lift up to 25 pounds and occasionally lift and/or move up to 100 pounds. Personal protective equipment must be used as needed.

QUALIFICATIONS AND SKILLS

- High school education required; college education or related experience preferred
- Computer skills desirable
- Demonstrated organizational skills with attention to detail
- Demonstrated ability to supervise, manage multiple projects and meet deadlines
- Customer service focused
- Strong communication skills, both oral and written
- Knowledge of blueprint reading, hazardous waste disposal, building codes, and fire/safety regulations
- Ability to perform the essential functions and requirements of the job
- Must have valid Michigan Driver's License