

**St. John Neumann Catholic Church**  
**5455 Bee Cave Rd., Austin, Texas 78746**  
**Facilities Manager (FM)**



**Classification: Full Time, Exempt**

**Reviewed: 1/2022**

**Catholic Required: Preferred**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity at St. John Neumann Catholic Church, which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Neumann Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary**

The Facilities Manager (FM) takes direction from and reports to the Chief Operations Officer (COO) and has latitude to exercise independent judgment and initiative within the scope of the job. This position facilitates the attainment of the parish mission and related goals and objectives of the parish through various maintenance and supervisory responsibilities.

**Essential Duties**

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
- Participate in staff functions; may include religious ceremonies, training sessions, and other activities
- Keep COO apprised of any facility issues that would impact operations
- Plan and schedule operational security, HVAC, and other space requirements to support needs of parish
- Event coordination through the use of technology and management resources
- Supervise other facility and custodial support personnel
- Maintain all facility property for optimum operations; to include buildings, equipment, and grounds
  - HVAC, sprinkler systems, security monitoring, plumbing, and other miscellaneous equipment
  - Coordinate with outside contractors (ie.-telephone, computer/server/audio-visual)
- Make budget recommendations for ongoing operation of equipment and utilities needed
- Review all applicable invoices and maintain contracts for facility operations with associated pricing reviews
- Manage (janitor and landscape services) to maintain cleanliness of buildings and grounds
- Schedule all HVAC and building security requirements in support of the various ministry events of SJN
- Organize and maintain records for facility operations to meet current and future needs of SJN
- Ensure compliance with government regulations and SJN policies
- Oversee maintenance and safety of church-owned vehicles

**Knowledge, Skills, and Abilities**

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of relevant laws and regulations.
- General knowledge of building and equipment operation and maintenance:
  - Mechanical ability
  - Personnel management
  - Logistics and planning

- Coordination with vendors, contractors, and other related professionals
- Specific knowledge of HVAC, electrical, and mechanical systems
  - Operations and troubleshooting
  - Management of detailed schedules
- Effective time management skills
  - Prioritizing
  - Strong (individual/group) organizational skills
  - Delegating/Scheduling for maximum productivity
  - Meeting deadlines & budget constraints
- Excellent communication skills both oral and written
- Demonstrate good judgment
- Provide excellent customer service to parishioners and other customers, and work collaboratively
- Ability to maintain confidentiality at all times
- Ability to operate various word-processing software, spreadsheets, and database programs

### **Minimum Qualifications**

#### Education and Trainings:

- Minimum two years of college or trade school with emphasis on HVAC, plant management, electrical
- Bachelor's degree from an accredited college or university is *preferred*

#### Experience:

- Three year experience working in related field
- Collaborative work
- Correspondence using both telephone & computer
- Experience working within the Catholic community is *preferred*

#### Catholic Requirement:

- A practicing Roman Catholic in good standing is *preferred*

#### Licenses/Certifications:

- Valid Texas driver's license
- Current CPR and First Aid Certification is *suggested*
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies
- Recommend ongoing professional development training

### **Working Conditions**

- All employees of the parish are engaged in ministry and closely tied to the pastor in the exercise of his ministry and obligations to the church
- The parish is an at-will employer
- Saint John Neumann campus (entire property) is tobacco-free
- Working in a fast-paced environment with priorities and plans that may change rapidly
- Working on weekends, evenings and some holidays will be required
- Exposure to religious ceremonies, and speech including Catholic Christian prayer and liturgical celebrations
- Will be required to adhere to established dress codes and conduct standards
- Must be able to move moderately heavy equipment/objects