

## POSITION AVAILABLE

**POSITION TITLE:** Facilities Manager  
**LOCATION:** St. Paul of the Shipwreck Church, San Francisco  
**POSITION STATUS:** Non-Exempt, Part-Time  
**REPORTS TO:** Operations Manager and/or Pastor/Administrator

**Facilities Care and Oversight:** Under the direction of the Pastor, take the lead role in maintaining all our facilities. This includes both maintenance and repair. It is intended that you do this as the lead person with parish volunteers.

### **Duties & Responsibilities:**

- Regularly walking the property and identifying anything that needs attention (e.g. repairs, safety issues, cleaning etc.). Emergencies must be dealt with immediately, either fixing outright, or making the area safe until a repair person can be called to fix. For emergencies use our list of approved repair persons.
- Accept referrals of things reported as needing repair from any parish, school or staff person.
- Do repair and small construction jobs as assigned and mutually agreed upon.
- Manage and develop contracts with outside vendors doing repair work.
- Maintain the gardening in the back yard, front yard, and hedges of the church.
- Manage and develop on-going maintenance work with outside vendors (i.e. pest control).
- Oversee contractors doing work on property.
- Know location of all emergency shut-off valves
- Manage, coordinate, and oversee the rental of our gym and FRANCIS Center, for special events/occasions.
- Attend regular diocesan training for facilities managers and for safety programs. Report back to pastor and staff (volunteers too as needed) and coordinate and implement any changes that are needed so that we are in compliance.
- Fill out annual parish safety inspection for parish annual financial report.
- Maintain/Record & Distribute keys for our facilities.
- Be available for various jobs requested by office staff and Pastor, as agreeable.
- Manage, with the help of volunteers, the overall storage of supplies of all items in the Church and safety of all items inside the Church and ensure that Church cleaning staff is keeping the Church thoroughly cleaned. Coordinate with volunteers and pastor to take part in an overall team effort to: open and close church and property for all events. This is to be done in coordination with various volunteers, and staff, as described herein.
- Periodically walk inside/outside of the Church, Gym and FRANCIS Center to make sure that all items are properly stored, and our facilities are in good operating order.

- Be sure that all areas are adequately cleaned. If not report to the Operations Manager who will contact the janitor accordingly.
- Identify any safety issues that need attention and address accordingly
- Assist pastor in performance and coordination of parish volunteers to see that the church is secure (i.e. properly locked, lights off, heating off) after liturgies and events.

### **Requirements**

- Job Requirements
- 3+ years' experience in facilities management position
- Strong understanding of warehouse control systems
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrated leadership skills
- Outstanding verbal and written communication skills
- Excellent project management skills

### **How to Apply:**

Please send resume, cover letter, and 3 references to Sarah Manzano,  
smanzano@stpauloftheshipwreck.org

Please write on the email subject line SPSWFacilitiesManager2021.

### **STATEMENT OF NON-DISCRIMINATION**

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.

***SALARY:*** *Salary is commensurate with level of experience and Archdiocesan Salary Guideline*

***Revised 07/19/21***