

Saint Paul the Apostle Catholic Church
Facilities Manager
Full time: 40 hrs. per week

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirit, seek to be the visible sign of God's love.

Position Summary:

The Maintenance Manager will support and supervise all areas of building maintenance and custodial care of the church property and the ministry center property. Work directly with office staff for set-up of church events and overall building operations. Position reports to the Parish Business manager.

Responsibilities include, but not limited to:

- Regularly inspect the church premises for areas of need or concern and report findings to the Business manager
- Coordinate and set work schedules of maintenance staff. Assign responsibilities to achieve maximum productivity.
- Supervise maintenance staff to ensure proper set-up and tear down for events. Will include some evening and weekend hours.
- Responsible for maintaining inventory of maintenance tools and janitorial supplies.
- Prepare and monitor the preventative maintenance schedule for buildings and equipment.
- Install and repair plumbing, electrical, masonry and carpentry within scope of experience and knowledge.
- Contact and supervise outside vendors as needed to facilitate repairs, ensuring competitive and fair pricing. Review all vendor invoices to ensure satisfactory completion.
- Conduct safety inspections and corrective repairs. Conduct safety training of maintenance staff.
- Ensure compliance and implementation of parish and Diocese policies. Communicate with Diocese Construction office as required. Position reports to the Parish Manager.

Skills & Experience Required:

- Must have a minimum of 5 years journeyman level experience and knowledge of at least three trades in building maintenance.
- Experience in supervision and training of maintenance personnel.
- Must be able to work with minimal supervision and to coordinate work with staff and outside vendors.
- Must be able to pass DOJ and FBI background clearance.
- Minimum high school graduate or G.E.D
- 2 -3 years of custodial experience or equivalent.
- Knowledge of cleaning products and safe usage.
- Ability to use basic cleaning tools and related equipment.
- Must be able to meet a flexible work schedule. May include weekends, early a.m. and evening to 10:00 p.m.
- Must have ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have ability to work in a multi-cultural environment.

Physical Requirements

- Must be able to lift 60+ pounds on regular basis.
- Frequent standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes. Interested candidates, please forward your resume and cover letter with salary requirements to:

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez
Email mperez@sptacc.org