

DIOCESE OF WHEELING-CHARLESTON
JOB DESCRIPTION

JOB TITLE: Coordinator of Facilities & Property

OFFICE:	Bishop Hodges Pastoral Center
DEPARTMENT:	Chancery
SUPERVISOR'S TITLE:	Director, Bishop Hodges Pastoral Center
CLASSIFICATION:	Level VII
STATUS:	Exempt

I. SUMMARY:

The Coordinator of Facilities & Property at Bishop Hodges Pastoral Center, as a member of Diocesan Services, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Diocesan Services' Mission Statement.

The Coordinator of Facilities & Property at Bishop Hodges Pastoral Center is responsible for the physical condition of the Center facilities—including the buildings and grounds—and the usage of the property through Eden Farms. This position involves responsibility for general maintenance of buildings, all equipment and vehicles, operation and maintenance of water treatment, waste disposal, physical preparation of areas used by groups, overseeing Eden Farms and the stewardship of the natural resources on property.

II. ESSENTIAL DUTIES:

- Ensures the vision and mission are lived out within the maintenance staff and are evident through the physical plant.
- Oversees the maintenance of all buildings and equipment.
- Oversees the overall maintenance of the Center grounds.
- Maintains all center vehicles and grounds equipment.
- Oversees the operation and maintenance of the following systems:
 - Water plant
 - Sewage plant
 - Heat/air conditioning
 - Fire/emergency alarms and exit systems
 - Swimming pool
- Trains, supervises, coordinates and evaluates maintenance and farm employees.

- Advises Director of major capital improvement expense for maintenance budget.
- Maintains proper files, building plans, maps, records, warranties and literature on the facilities and equipment.
- Takes all actions and precautions to insure safety of guests, employees and facilities.
- Sees to the arrangement of conference rooms, chapels, dining areas.
- Attends and participates in regular meetings of Center personnel, staff development, fire/safety/CPR classes, etc.
- Works early mornings, weekends, holidays/holydays as needed and is on-call in case of emergency.
- Monitors work by outside contractors performed at the Center.
- Oversees the Coordinator of Property Stewardship in their work with the farm and natural resources of the property.

III. ADDITIONAL DUTIES:

- Receives maintenance deliveries and sees to the proper storage of supplies, equipment, furnishings, etc.
- Makes regular repair check of entire facility and all equipment.
- Maintains adequate inventory of tools, supplies and equipment.
- Works cooperatively with other Center employees in order to maintain the facilities and serve the guests.
- Performs other job-related duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the following:

- Maintenance workers
- Eden Farms staff

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Must have valid driver's license.

- Minimum of two (2) years related work experience and/or equivalent technical or trade school.
- Must be licensed (or able to obtain license) and maintain certifications for applicable systems such as water treatment, waste disposal and swimming pool systems.
- Knowledge of building maintenance including basic mechanical, electrical, plumbing and carpentry skills.
- Working knowledge of grounds maintenance and operation of various maintenance equipment.
- Basic knowledge and understanding of fire codes and fire alarm systems.
- Ability to work irregular schedule and in varied weather conditions.
- Must possess and maintain a neat, clean appearance.
- Ability to exercise proper precautions in using cleaning supplies.
- Willingness to adapt to changes in scheduling.
- Must be able to lift, clean and unpack deliveries.
- Ability to work collaboratively in a team environment.

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.