



Immaculata

CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE GROW

Position Title: Facilities Manager (Parish/School)

Parish or School Name: Immaculate Conception Parish and Immaculata Catholic School

Location (City): Durham, NC

Full Time or Part Time: FT

Position Classification: 12-month

Job Description/Responsibilities

Immaculate Conception Catholic Church, a vibrant, multicultural, multi-generational parish of 3,500 families, including a 500-student PreK-8 school, is seeking a facilities manager. The facilities manager (FM) reports to the Pastor of IC Church and directs the design, planning, construction and maintenance of the campus facilities and properties. The campus includes the church, school, parish office, friary, and trailers. The FM is responsible for developing budgets and long-range facilities plans based on the parish's future needs; oversees the functioning of all building systems including mechanical, electrical, fire/life safety, plumbing, and waste management; and monitors budgets and approves contracts. Additionally, the FM manages and supervises design professionals and contractors involved in facility projects and delivery of services and ensures building operations comply with all local zoning laws and regulations. The FM also creates functional strategies and specific objectives to support the functional infrastructure and collaborates with school, parish, and additional stakeholders to leverage the talent within the community to respond to the future needs of the church and school.

The FM typically requires a degree in facilities management, engineering, property management, business operations management or related field, and a minimum of 5 years of managerial experience. The FM should also have extensive functional knowledge of the many operational requirements of the campus.

Facilities Manager Responsibilities:

- Responsible for developing **long-range strategic facilities plans** to include funding and budget planning based on the parish and school's current and future needs
- Prepares specifications for **physical plant projects**; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building project performed by outside contractors
- Has the ability to address identified needs by developing an **overall strategic plan** for the for the **preventative maintenance**, replacement and upgrade of the campus facilities while looking towards an overall community goal to improve sustainability.
- Has knowledgeable of **general construction practices** with experience in developing facility improvement projects including the budgeting, bidding, negotiating, and awarding improvement contracts.
- Develops, implements, and supervises **preventative maintenance and renovation programs** for buildings, grounds, mechanical and electrical, utility, and safety and security systems
- Develops specifications for cost-effective campus **energy management systems**; supervises the operations, maintenance, and repair of such systems
- Serves as administrator **responsible for facility safety** and meeting physical ADA compliance standards, and required city, county, and state building codes
- Manages the campus' **inventory of supplies, materials, and equipment**.
- Manages all aspects of **facility operations** including purchasing supplies, hiring staff, and overseeing spending
- Maintains **building safety** by inspecting facilities for hazards such as fire hazards or structural damage
- Oversees **facility security measures** such as installing cameras and developing emergency response plans
- Responsible for **training and preparing** clergy, staff and volunteers on safety procedures and protocols
- Ensures that maintenance staff is performing all required tasks in a timely manner

Supervises contracted cleaning company engaged in cleaning campus buildings and premises

- Must be **accessible 24/7 for on call support** and serve as a primary contact for campus security company
- Collaborates with the school principal and parish administrators to manage parish and school facilities

Facilities Manager: Requirements:

- Degree in facilities management, engineering, property management or business operations management
- Excellent communications, negotiating and problem-solving skills
- Strategic planning and project management experience
- Working knowledge of local/national facilities regulations and laws
- Proficiency in MS Office

Apply

- Email your resume and cover letter **Assistant Principal, Kathy Badillo**, via school website and/or apply through Indeed.

Job Type: **Full-time**

Salary: **From \$60,000.00 per year**

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- On call

Ability to commute/relocate:

- Durham, NC 27701: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Preferred)

Experience:

- Facilities Management: 5 years (Preferred)

Work Location: One location