

**SAINT ANTHONY OF PADUA  
FACILITIES/MAINTENANCE MANAGER**

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Reply to Barbara B. Daly

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or

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**Job Description:**

The Facilities/Maintenance Manager (FMM) is responsible for overseeing the management of the buildings and property which comprise the physical plant of the parish. These include: The Rectory, the Church and Friendship Hall, the Education Center, a one-acre cemetery. The position is a full-time position (40 hours per week, 5 days/8 hours a day) including personal health benefits. The Facilities/ Maintenance Manager would be responsible for the following Job Summary. Reports directly to the Pastor

**Job Summary:**

The FMM will plan, direct and control the overall maintenance of the parish physical plant including grounds. The FMM will be responsible for overseeing the electrical, plumbing, heating, ventilation, air conditioning, and refrigeration systems and other technical areas. At times, he will actually do some of the repair work on smaller jobs. The FMM will be responsible for handling the paperwork portion of the job ensuring the parish complies with the local, state and federal life/safety code regulations. The FMM will schedule and oversee the work of the cleaning service (presently Intra State Cleaning).

**Specific Requirements:**

Plans, directs & coordinates the maintenance of all parish buildings and grounds.  
Attends regular Staff Meetings every other Monday at 1PM.  
Serves on monthly Commission for Buildings and Grounds (3<sup>rd</sup> Wednesday at 6PM).

Cleaning and Maintenance

Schedules the cleaning and maintenance of all facilities, school and church and rectory  
Oversees the daily work schedules and identifies procedures to be followed.  
Inspects the facilities on a regular basis (weekly). Orders/manages all janitorial supplies.  
Personally carries out occasional maintenance requirements; including but not limited to the following tasks: minor door repair, touch up painting, caulking, minor roofing repair, carpentry, minor plumbing repairs, weeding, light bulb replacement, and mechanical system repair.  
Perform general cleaning as required.

Repairs and Maintenance

Reviews inspection reports to determine repairs or improvements.  
Initiates work orders for the repair and maintenance of facilities.  
Coordinates activities of those involved in repair and maintenance of buildings.  
Schedules regular upkeep in the least disruptive way to ordinary parish life.

HVAC

Schedules and coordinates mechanical systems maintenance program with approved vendor every 6 months (replacement of filters, belts, etc.) for school and church.  
Acquire contractor/vendor pricing proposals for upcoming projects and repairs as directed.

### Safety and Inspections

Schedules and coordinates safety inspections for elevators for school and church.  
Coordinates with Keystone Safety Field Service for emergency lighting, sprinkler, fire alarm inspection  
Schedules and coordinates 6 month service and maintenance program for elevators with approved contractor.  
Schedules and coordinates Montgomery County Board of Health inspection of Friendship Hall Kitchen every 6 months.  
Schedules/coordinates Fire Protection System inspections as required for School and Church.  
Schedules/coordinates Fire Extinguishers maintenance/annual inspections for School, Church and Rectory.  
Approve Fire and Safety Evacuation Plans

### Plumbing

Oversees smooth functioning and proper performance of all plumbing facilities on site; bathrooms, sinks, hot water heater, water fountains, etc.

### Landscaping

Schedule/supervise/coordinate landscaping services with approved vendors: lawn mowing, fall leaf cleanup, tree/hedge trimming and spring time weeding/mulching of flower beds.  
Schedule and coordinate snow removal with approved vendor. Position requires purchase of, storage and spreading of snow melt and minor snow removal as needed.  
Assist in the oversight of the cemetery lot including locating burial parcels, making arrangement with grave digging services and general upkeep.  
Inspect/maintain play fixtures for Child Care and PreKindergarten.

### Digital and Electronic Systems

Knowledge of existing HVAC, fire protection, electrical systems  
Oversee and monitor digital systems for sound, lighting, and security.  
Be on hand for bi-monthly fire drills in Education Center. Keep log of date/time.  
Manage phones, clocks Public Address system and Education Center Keyless entry system.

### **Other Occasional Responsibilities:**

Must be available on emergency basis  
Must be available for Education Center Maintenance Week (Last week of August leading into Labor Day)  
Help set up and breakdown for events as directed, incl. removal of window A/C Units.  
Works with parish business manager to develop a budget for the upcoming Fiscal Year.  
Minimum of two year's experience with building management  
Knowledge of OSHA and EPA regulations  
Ability to read blue prints, schematics and construction drawings  
Has some basic craftsman capabilities  
Ability to read, write and speak the English language  
Must be able to lift 70 pounds, walk up and down stairs and ladders