

JOB DESCRIPTION

St. Patrick Catholic Community
10815 North 84th Street
Scottsdale, AZ 85260

TITLE: DIRECTOR OF PLANT OPERATIONS

POSITION REPORTS TO: DIRECTOR OF PASTORAL ACTIVITIES

HOURS: FULL TIME EXEMPT

PURPOSE AND SCOPE:

- Under the direction of the Director of Pastoral Activities, the Director of Plant Operations is responsible for preparing annual plant capital budget; preparing annual plant operating budget; managing budget and keep costs reduced; coordinating fire/life safety requirements; supervising assigned maintenance for use of facilities campus wide; meeting with parish finance board, neighborhood committees and individuals as required; preparing annual plant maintenance schedule; coordinating special event requirements; and coordinating/scheduling all plant related maintenance and repairs. In collaboration with the Director of Pastoral Activities helps to manage all real estate related issues and manage construction projects. Performs any other position-related tasks as deemed necessary and/or assigned by the Director of Pastoral Activities or Pastor.

DUTIES OF THE JOB:

- In collaboration with the Director of Pastoral Activities, helps to manage real estate related issues for purchasing and selling.
- Prepares annual plant capital budget for:
 - plant construction or remodel, roof, parking lot, landscape, equipment (HVAC, kitchen, etc.) and carpet/floor replacement.
- Prepares annual plant operating budget for:
 - repairs (normal wear and tear and emergency) and painting;
 - maintenance of parking lot, landscape, utilities (gas, water, electric), telecommunications and data services, CCTV services, liturgical artwork and furniture, pew and chair, equipment (HVAC, lighting, septic, refrigeration, etc.), audio visual system, floor/carpet, baptismal font, janitorial, fire/life safety systems, signs, temporary facility costs for special events (off-site events, tent rentals, traffic control, sound systems, lighting, etc.), maintenance staff costs and vehicle (license and maintenance).
- Manages budget/reduce costs for:
 - preparation of monthly cost reports; select/bid vendors and contractors, review utilities (water, gas, electric) invoices and check for accuracy; review annual maintenance contracts; and review purchasing contracts.
- Reviews all plant related invoices and recommends or denies payment.
- In collaboration with the Director of Pastoral Activities, manages projects and construction for:
 - in-house planning/programming sessions (feasibility studies); architect and interior design recommendations; engineering and sub-contractor recommendations; prepare requests for proposal for construction/remodels/upgrades and equipment; provide owner representation for smaller projects (construction administration); oversee construction, remodels and upgrades; process payment applications, lien releases and warranty agreements; prepare construction/remodel/upgrade schedule; obtain approvals and

permits from local agencies; coordinate with parish legal representatives when needed and obtain occupancy permits.

- Coordinates fire/life safety requirements for:
 - fire extinguisher inspections and replacement; fire riser and sprinkler testing; prepare emergency evacuation plans; comply with fire marshal requirements; coordinate and maintain security alarm; maintain locks and keys and coordinate traffic control services.
- Manages plant scheduling, set ups and maintenance projects through planning, coaching and evaluating staff performance.
- Meets with parish finance board, neighborhood committees and individuals as needed.
- Prepares annual plant maintenance schedule for:
 - HVAC; refrigeration; landscaping; lighting; and vehicle maintenance and licensing.
- Coordinates special event requirements for venue, rentals, caterer, tent rentals, etc.
- Schedules maintenance for:
 - Telecommunications systems maintenance; CCTV system; audiovisual system; day-to-day maintenance; IT services and upgrades; and maintains warranty manual schedules.
- Coordinates furniture/equipment moves.
- Any other work as requested by the Pastor or Director of Pastoral Activities.

JOB SPECIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum 2 years maintenance supervisor experience.
- Experience in dealing with contractors and vendors.
- Experience in managing a budget.
- Must work well in a team environment with other facilities personnel. Must interact professionally with all staff members, parishioners and vendors maintaining a positive attitude, continually promoting a team approach to duties.
- Must possess strength, stamina and mobility to perform heavy physical work inside and outdoors in all weather conditions; Ability to use a variety of hand and power tools personnel lift; move and lift furniture, materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment.
- Working knowledge of standard tools, materials, methods and practices involved in building and grounds maintenance and repair, including but not limited to carpentry, plumbing, electrical, mechanical and painting.
- Possess leadership skills as well as interpersonal skills.
- Proficient in computer skills and have access to email and internet when off-site.
- Complete and maintain Diocesan Safe Environment Training as required by Diocese.
- Knowledge of all diocesan guidelines and procedures.
- Must possess a valid Arizona Driver's License and own personal transportation. Employee is subject to Diocesan and parish personnel policies prescribed for all personnel.
- The hiring of an employee does not create a contractual relationship between the employee and the employer, except those employees who have a valid, written individual employment contract, or Ministry Agreement signed by the proper hiring authority of the employer, for a specified, fixed term of employment. The employer-employee relationship is known technically as "employment at will" where either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.