

DIRECTOR OF PLANT OPERATIONS

St. Patrick Catholic Community, Scottsdale

St. Patrick Catholic Community is seeking an energetic and qualified individual to fill the position of Director of Plant Operations.

Essential Job Functions: Under the direction of the Director of Pastoral Activities, this position is responsible for the overall care, maintenance, repair and budgeting for the plant/facilities; Prepares annual plant capital and plant operating budgets for entire plant and buildings; meets with vendors and contractors as needed; helps manage any construction projects; helps manage real estate related issues for purchasing and selling; coordinates fire/life safety requirements for the plant; manages plant scheduling , set ups, maintenance projects and annual maintenance schedule; coordinates special event requirements for venue, rentals, caterer, tent rental, etc.

Minimum Qualifications: Minimum 2 years maintenance or facilities supervision; must work well in a team environment; possess strength, stamina and mobility to perform heavy physical work inside and outdoors; Working knowledge of standard tools, materials, methods and practices involved in building and grounds maintenance and repair; experience in dealing with contractors and vendors; experience with managing a budget.

This position is Full-time and offers full benefits including Health, Dental and Life Insurance, Retirement Savings Plan (with match), Pension Plan (5 years vested), Vacation, Holiday and Sick Pay. Compensation is commensurate with diocesan pay levels.

A complete job description is available at www.stpatcc.org under the tab Meet Us/Current Job Openings. To apply, please send resume and cover letter to: resumes@stpatcc.org.