

Facilities Management/Loss Prevention Job Description

KNOWLEDGE

SUMMARY

THE FACILITIES MANAGER FOR THE ROMAN CATHOLIC DIOCESE OF AMARILLO IS RESPONSIBLE FOR PROVIDING OVERSIGHT FOR ALL PROPERTY, CONSTRUCTION, AND LOSS PREVENTION OF THE DIOCESE.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversight of all Diocesan Construction Projects
- Oversight of all Diocesan Properties
- Perform safety inspections of each property at least once a year
- Insure that updated physical inventories are kept for each property
- Inspect properties immediately after a reported loss
- Supervision of the Chancery Owned Properties
- Assist in reviewing all construction contracts.
- Be available for evening and weekend work as required

SKILLS

QUALIFICATIONS

- Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Project Management, Business Administration, or a related field preferred, but not required.
- Ten years full-time, wage-earning in construction and/or risk management
- Computer operation skills preferred
- Ideally a practicing Catholic in Good Standing

ADDITIONAL SKILLS

- Knowledge of Facility Management
- Knowledge of Purchasing Procedures
- Knowledge of Construction Practices
- Knowledge of Insurance and Risk Management
- Ability to Communicate Ideas and Instruction Clearly and Concisely
- Ability to Evaluate, Analyze, Interpret, Develop, Prepare Schedules and Reports
- Ability to Coordinate with Staff, Departments, Organizations, and Public
- Ability to Interpret and Apply Rules, Regulations, Policies, and Procedures
- Ability to Develop and Implement Policies and Procedures
- Ability to Research and Resolve Discrepancies and Inquires
- Skills in Problem-Solving Techniques
- Skills in the Use of Computers and Related equipment in a Stand-Alone or Local Area Network
- Skills to Prepare and Maintain Complex Records and Files in an Automated and Non-Automated System
- Skills in the Use of Microsoft Office Suite or Equivalent

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 25 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or

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irregular hours, excessive heat, excessive cold, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, silica, asbestos, working on ladders or scaffolding, working below ground and traveling by car, van, bus, and airplane.

- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, copier, calculator, fax machine, telephone, test instruments, amp probe, multi-meter, drill press, router, pipe threading machine, welding machines, vacuum pumps, sewer clean out machine, table saw, radial arm saw, power saws, grinders, rotary hammer, hammers, wrenches, screw drivers, pliers, assorted hand tools, laundry and food service equipment, and automobile.

SHARED VALUES AND CHANCERY/DIOCESAN STANDARDS

- Be faithful to the teachings of the church
- Minister in a loving way
- Be professional, honest and persevere in our ministry
- Be respectful of the dignity of every person
- Serve and support each other
- Be inclusive, considerate and fair
- Be friendly at the beginning of every interaction
- Approach conflict with kindness and mercy
- Be confidential
- Seek to be a good steward always
- Use ethical business practices
- Celebrate success

SIGNATURE OF SUPERVISOR/MANAGER:

SIGNATURE OF EMPLOYEE:

DATE: