



St. Joseph Church in Issaquah, WA is looking for a Facilities Manager to oversee and assist in maintaining the church building, school buildings and surrounding campuses.

Essential Duties and Responsibilities: As part of St. Joseph Parish and School, this position includes the following duties and responsibilities:

- Maintaining the church, and two school campuses.
- Must have the ability to work on your own and with others, as you will be coordinating setup/cleanup of various parish sponsored events.
- Provide direct supervision to any maintenance staff and volunteers.
- Perform preventive maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, heating and air conditioning system failures including minor maintenance duties as well.
- Purchase supplies and equipment from vendors.
- Represent the parish when dealing with outside contractors in all major maintenance, construction and renovation projects.
- Be responsible for building and grounds security and safety, including opening and closing, winter de-icing and at times supervise parking.
- Demonstrate safe work practices through an awareness and observation in support of a safety culture, reporting potential hazards or accidents.
- This is a full-time position and may require occasional weekend/evening hours to lead volunteers at work parties or oversee volunteers at parking for church events.

Secondary Functions:

- Must have good computer skills
- Attends Properties Commission Meetings
- Is available on-call 24 hours/day for emergencies
- Performs other duties as assigned

Minimum requirements: High school diploma or GED equivalent with supervisory experience in janitorial and routine maintenance of buildings and grounds. You must be able to pass/maintain a clean background check and be required to attend the Safe Environment classes offered by the Archdiocese of Seattle. Additionally, attend annual safety courses offered in regards to building maintenance and upkeep.