

More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Facilities Manager

Job Location:	Pueblo, Colorado
Type:	Full-time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	\$57,608 - \$62,000 per year
Reports To:	Director of Finance and Accounting

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$57,608 - \$62,000 per year. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Regular Mass and prayer are available in our beautiful chapel!

What you will be doing

The Facilities Manager is responsible for the operation of designated facilities and grounds to the highest standards of appearance, cleanliness, safety, and functionality. This includes the Chancery Office, residential properties (Tafoya house, Delaney condo, Bishop's residence, Bishop's cabin), Catholic Charities, prior CPC offices located at the Cathedral. This person is the primary person of contact who will maintain, plan, direct and oversee the use, maintenance of buildings and grounds, daily and weekly cleaning schedules, repairs, renovation projects, safety inspections, oversight of major projects for remodeling and improving the physical plant and grounds.

Could this opportunity be right for you? Continue reading for the full job description.

ESSENTIAL DUTIES:

- **Facility Management**
 - Inspects all properties on a regular basis for needed repairs, maintenance, and cleanliness
 - and initiates any repair or replacement needs. As needed performs or arranges for general building and fixture repairs.
 - Respond to requests for repair of all facilities in a timely manner. Maintain record of requests, completion and costs involved.
 - Contacts applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- **State & Federal Compliance**
 - Maintain basic operations and maintenance (O&M) plans that include routine and preventative maintenance, and condition assessments.
 - Conduct inspections and perform environmental hazard management, planning and remediation.
 - Organize and maintain records of inspection and all files required by state and federal regulations for the buildings, contracts of outside vendors, and annual/seasonal maintenance checklists.

- **Management of outdoors areas**
 - Responsible for maintaining a safe environment in all weather conditions, oversees contract services in the maintenance of large outdoor areas, such as landscaping, parking lots, snow removal, landscaping and upkeep of grounds equipment.
- **Construction and Renovation projects**
 - Routinely solicit competitive bids to ensure competitive pricing for all goods, materials, supplies and services.
 - Works closely with architects, insurance adjusters, and building inspectors in determining potential for subrogation of claims and/or salvage of property.
 - Supervise all construction, renovations, additions, operations, facility usage, equipment repairs, and maintain proper records accordingly. Provide direction to construction personnel of facility requirements.
 - Oversees the selection of contract services, vendor negotiation of service agreements and monitor vendor performance to assure full compliance with standards and contractual commitments within the service agreement.
- **Safety and inspections**
 - Schedule all required inspections, certifications and records for life safety equipment, fire extinguishers, fire hydrants, fire suppression systems, AED's, alarms, elevators, lifts, roofs, boilers, back-flow prevention assemblies, and other pertinent equipment.
 - Ensure alarm systems are maintained in good working order. Oversee and coordinate with outside security personnel, security consultants, and alarm monitoring services.
 - Evaluate current and installation of replacement fixtures and appliances to optimize energy efficiency.
- **Vehicle**
 - Maintain vehicle making sure it is fueled, cleaned, repaired and maintained as needed, including insurance, and registration files.
- **Misc:**
 - Reads daily organizational communications from e-mail, newsletters and print announcements to stay current on all diocesan services, programs and events

Education and Experience:

- Advanced knowledge of facilities, building equipment, and vendor contracting, preferred.
- Knowledge of heating, ventilating, air-conditioning systems, refrigeration, electrical, lighting, plumbing, carpentry, painting and other generally understood maintenance skills.
- Knowledge of purchasing, supplies, grounds keeping, and equipment repair
- Knowledge of city and state building codes.
- Knowledge of applicable federal, state regulations, and reporting requirements.
- A high school diploma or greater and minimum 5-8 years' previous experience in property and/or facility management.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to identify problems and implement effective solutions.
- Ability to read, interpret and understand construction drawings and specifications.
- Possess strong organizational and communication (written/verbal) skills, influencing and negotiating skills and is a creative problem solver.
- Ability to work well both independently and as part of a team with a diversity of individuals at all levels of the organization.
- Sharp eye for detail, able to anticipate needs with a commitment to excellence and high standards.

- Ability to manage multiple priorities and workflows and coordinate several tasks at the same time.
- Ability to handle multiple projects and meet deadlines along with good judgment and the ability to make timely and sound decisions.
- Ability to safely use household cleaners and follow simple instructions.
- Ability to meet the physical demands of maintaining and office buildings and residential facilities.
- High level of dependability.

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment and Required Activities:

While performing the duties of this job, the employee is frequently required to sit and talk or hear; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is commonly required to use hands to finger, handle, or feel objects, and climb or balance. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

Other Requirements:

- The candidate must be a practicing Roman Catholic and in good standing with the Church
- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License and automobile insurance

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided, but some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

Applications will be accepted until the position is filled.

To apply for this position, please complete a Diocese of Pueblo application and send to:

Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email

lcastillo@dioceseofpueblo.org