



Who we are:

St. Maurice is a vibrant, welcoming, Catholic neighbourhood parish. Many of our parishioners come from the surrounding Merivale and Meadowlands community, some join us from other parts of Ottawa. We have a diverse congregation – multicultural and cross-generational, with a large group of young families. St. Maurice Parish is a Catholic religious, non-for-profit organization that serves a community of over 2,000 parishioners. We have invited every parishioner to become an intentional disciple, committed to following Jesus, listening for His voice, obeying His commands, and growing in holiness and mission. As we embrace missionary discipleship as a parish, we are seeking a manager who shares our aspirational values and is seeking an opportunity to put their professional skills to work in our Catholic community.

Summary:

In consultation with the Human Resources Manager, the Facilities Manager will employ highly diversified skills to install, troubleshoot, repair, and maintain the safety, functioning, and maintenance of St Maurice Parish grounds, buildings, and facilities, including but not limited to the church, parish offices and rectory; the heating, ventilation, air conditioning, electrical, plumbing, and mechanical systems and equipment. The Facilities Manager will oversee mechanical, technical, and service contracts and will ensure that cleaning, maintenance and required repairs are completed to guarantee safe, accessible, and secure facilities in a timely fashion, and that all work is conducted safely and efficiently. The Facilities Manager may be required to conduct duties in the capacity of a custodian as necessary as well as coordinating and scheduling the use of church space for ministry and parish events as necessary.

Principal Accountabilities: *This list is not exhaustive and will not reflect all the tasks or areas of work for this position.*

- Collaborate with the HR Manager and the pastoral team (pastor, associate pastor, deacon), gather their objectives for the maintenance and operation of parish buildings, grounds and equipment and translate this into actionable work.
- Provide emergency/unscheduled repairs of equipment, structures, and grounds on the properties.
- Inspect and identify buildings, grounds, equipment, and machines in need of maintenance and troubleshoot issues to determine required repairs. Ensure all facilities are up to code and compliant with any relevant legislation.
- Perform routine maintenance on facilities' systems according to schedule, including mechanical, electrical, and plumbing systems; heating and air conditioning systems, boilers,

pumps, fan units, control panels, and thermostats; fire alarms, carbon monoxide alarms, fire extinguishers; pressure washing salt off exterior surfaces; bleeding water systems; storing outside equipment etc.

- Perform general repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, light fixtures; change lightbulbs/tubes; paint and repair interior and exterior surfaces as required.
- Perform both general and deep cleaning of all facilities: sweep and mop floors, vacuum and shampoo carpeted areas; wash walls and windows; deep clean kitchen appliances; proactively control pests (mice, ants etc.)
- Perform weekly waste and recycle duties: gather waste and recycling; sort and crush boxes; take waste to curb and collect empty receptacles; declutter waste and recycling area; hose receptacles as needed.
- Move furniture: Prepare and set up rooms, set up and take down tables for weekday ministry meetings, events, or various other activities in collaboration with ministry leaders.
- Procure service contracts and coordinate with contractors: Procure estimates for work orders, quotes, proposals, and contract for maintenance projects such as window washing; interior and exterior repairs and maintenance; supervise external contractors and workers; establish a process for locking doors; order supplies and materials needed for repairs and maintenance; provide access to tradespeople scheduled for early morning projects and maintenance visits.
- Ensure security of facilities and documentation: Establish a process for locking and unlocking doors, turning lights on/off; supervising external workers and contractors; provide access for trades and maintenance visits outside of office hours; update, maintain and securely store accurate records (e.g., work orders, requisitions, budget and expenses, and warranties) in St Maurice Parish records systems and databases.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Order supplies needed for repairs, maintenance, and cleaning.
- Respond to and address in a timely manner questions and concerns regarding maintenance of facilities.
- Perform other duties as assigned or needed.

Education, Knowledge, and Skills:

- Experience performing custodial/janitorial duties and managing the operation and maintenance of buildings, facilities equipment, and grounds.
- Skilled in assessing the scope of maintenance projects and performing diverse repairs (e.g., caulking, replacing washers, unplugging drains, and replacing light fixtures).
- Gifted in scheduling and prioritizing work for self, assistant, and contractors often with competing deadlines and priorities.

- High level of proficiency in English with an ability to comprehend and communicate detailed instructions, policies, and procedures orally and in writing.
 - Knowledge of local, provincial, and federal workplace compliance regulations, ordinances, and legislation (Health and Wellness, Safety at Work, WSIB)
 - Effective communication, critical thinking skills, independent judgement, and detail-oriented.
 - Proactive and flexible with an ability to work both collaboratively and independently.
 - Possess a valid driver's license.
 - Able to lift 75 lbs with ease.
 - Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
 - Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email.
 - Able to interpret and apply the underlying intent of policies and legislation, to develop appropriate processes, practices, and initiatives for the workplace, provide options, and deliver impactful proactive advisory services.
- A valid Enhanced Police Information Check (EPIC – vulnerable sector check), will be required

Work location and conditions:

- 4 Perry Street, Ottawa
- Part-time, 15-30 hours per week (to be determined)
- 1 year term contract, with the possibility of extension
- Work week will be determined based on scheduled events, trades, and maintenance; early morning, evening and weekend availability will be required
- The work is performed in a variety of settings: church, rectory, offices, and outdoors.

What we offer:

- Salary will be commensurate with experience.
- Spiritually rich work environment where you can apply your skills and openly live your faith.
- Free parking
- Time off will be determined in keeping with Ontario regulations

Special notes:

Under section 24(1)(a) of the Ontario Human Rights Code, St. Maurice Parish has the right to give preference to Roman Catholic job applicants.

Application deadline and communications:

Applicants should include a resume and cover letter (max 300 words) outlining how they meet the required education, knowledge, and skills as outlined in this posting.

This competitive process will remain open to applicants until 22:00 hours on Saturday, February 25, 2023 or until the vacancy has been filled. We thank all candidates for applying, however only those chosen for an interview will receive further communication. Please send applications to [hiring@stmauriceparish.com](mailto: hiring@stmauriceparish.com)