



Living and Sharing the Gospel of Christ

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Job Title: Manager of Facilities, Maintenance and Custodial Services

Employment Type: Full-time

Organization: Saint Leo the Great Parish/School

Location: Lancaster, PA

Compensation Package:

- Full-time Benefits: Medical, Dental, Life, and Disability Insurance
- 401K Matching
- Paid Holiday, Personal, Vacation, and Sick Leave

Anticipated Hourly Rate: \$22.50

FLSA Status: Non-Exempt

NATURE OF POSITION: The Manager of Facilities role is responsible for organizing, leading, and executing a comprehensive program of maintenance and custodial services. The goal is to ensure the Church and School campus provides an attractive, sanitary, and safe environment for students, employees, parishioners, and visitors. This includes daily cleaning, minor repairs, preventive maintenance, and minimizing property damage and liability exposure.

REPORTS TO: Parish Manager

SUPERVISES: All Facility Maintenance and Custodial Personnel

JOB FUNCTIONS AND DEPARTMENT RESPONSIBILITIES:

1. Lead, organize, manage, and supervise daily maintenance and custodial operations, focusing primarily on the School building.
2. Develop and implement a multi-year Comprehensive Maintenance Plan for all buildings and major facilities systems.
3. Make recommendations to improve and modernize systems, equipment, and facilities.
4. Maintain and recommend security systems and procedures in collaboration with the IT Department.
5. Provide and monitor regular building, equipment, and grounds inspections.

6. Implement safety and health maintenance programs, collaborating with community and state agencies.
7. Maintain an inventory control system and oversee purchases of supplies, parts, tools, and equipment.
8. Participate in monthly Buildings and Grounds meetings and make budget recommendations.
9. Establish and implement summer and non-school day cleaning and repair programs.
10. Implement a work order system for timely repairs of facilities and equipment.
11. Prepare specifications, acquire bids, and oversee vendor and contractor work on campus.
12. Develop and supervise work schedules for custodial and maintenance personnel.
13. Recruit, recommend, and select custodial & maintenance staff.
14. Recommend continued employment, discipline, or dismissal of personnel.
15. Provide building access and support for events and activities.
16. Perform assigned duties as directed by the Pastor.

Education & Experience:

- 2- or 4-year college degree in a relevant field or equivalent experience.
- Knowledge of purchasing, personnel supervision, and local regulations.
- Valid driver's license with no serious violations.
- Excellent leadership, organizational, and interpersonal skills.
- Proficiency in computer use for various tasks.

PHYSICAL DEMANDS:

- Ability to lift items up to 75lbs and perform required tasks.
- Sit, stand, and walk for extended periods.
- Read, write, speak, and hear English clearly.
- Execute complex instructions and basic math.
- Use close and peripheral vision, depth perception, and focus.
- Reach, handle objects, and operate tools and computers.

ENVIRONMENTAL DEMANDS:

- Exposure to various diseases, weather conditions, and chemical substances.
- Work in moderately quiet to noisy environments.

OTHER: Before employment, candidates must comply with Diocese of Harrisburg Youth Protection Policy and acquire all required clearances and training.

For more details, visit: [Youth Protection Policy Details](#).