

Facilities Manager

Description

General Responsibilities:

The Facilities Manager of the St. Thomas More Center is responsible for facilities decisions, process improvement, maintenance, and compliance with all health and safety regulations. As a leader within an affiliated nonprofit corporation, the Facilities Manager has day-to-day operational responsibility for maintenance of buildings, grounds, and equipment, along with vendor relationships. The position will support a faith-filled, nurturing, safe and fun community that promotes Gospel values and the teachings of the Roman Catholic Church.

Essential Functions:

Assures that the philosophy and mission of the St. Thomas More Center is apparent in the performance of duties. Communicates and promotes a strong commitment to the Center's philosophy, mission, strategic plan, and Catholic identity.

Responsible for providing a safe and secure physical environment for campers and staff. Promotes and requires a safety culture of all staff, counselors and volunteers that ensures the wellbeing of everyone on the property.

Responsible for cleanliness, appearance, functionality and maintenance of buildings, grounds, and equipment owned by the corporation.

Responsible for development of equipment replacement and facilities upkeep schedules, and timely acquisition of approved replacements.

Responsible for developing process improvement initiatives that enhance functions or improve financial performance of the organization.

Initiates and maintains accurate records of equipment purchases and facilities documents (construction documents, blueprints, site surveys, renderings, certifications, and licenses).

Responsible for scheduling routine and special cleaning projects and equipment repairs to minimize conflicts with scheduled events.

Responsible for operation and maintenance of the swimming pool, high adventure activities, lawn care and snow removal.

Responsible for keeping the kitchen up to code as well as training seasonal staff on best practices for cleanliness and safety.

Participates in the development of the operating budget and capital expenditures of the organization; and assists with risk management, facilities management, and technology infrastructure support.

Oversees the routine purchases of the organization, including maintenance and cleaning supplies. Avoids shortcuts that might save dollars at the expense of safety.

With a focus of safety first and meeting all codes, recommends the use of outside

Hiring organization

St. Thomas More Center

Employment Type

Full-time

Working Hours

Weekdays with some evenings and weekends.

Base Salary

\$ Based on experience.

Date posted

June 17, 2026

Valid through

15.07.2026

contractors for operational tasks that are beyond the scope of staff expertise.

Supervises the work of contractors onsite to ensure Safe Environment Program compliance.

Performs routine maintenance such as lawn care as well as janitorial and laundry duties.

Additional Functions:

Coordinates volunteer work days by outside groups to ensure priority projects are selected, safety is maintained, and building and construction codes are upheld.

Provides backup support to activity staff during camp and retreat activities, as needed, to ensure staffing ratios and safety of participants. Assist with hospitality, as needed, for youth and young adults, parents/guardians, and other guests when visiting unexpectedly.

Responsible for the annual review of the fixed asset list of the corporation.

Completes other assignments as directed by the Executive Director.

Essential Relationships:

Supervises vendors and contractors providing services.

Works closely with summer paid staff to ensure facilities and equipment are in proper working order or issues/repairs are addressed in a timely fashion. Engages with youth and young adults and their parents/guardians throughout work day.

Works with the Diocesan Director of Property Management, and other diocesan staff.

Qualifications

Minimum Knowledge/Skills and Abilities Required:

Earned a bachelor's degree in project management, business, operations or equivalent work experience in relevant trades (construction, HVAC, plumbing, etc.)

Minimum of three years of experience in facilities operation, building maintenance, or construction.

Holds a valid Iowa driver's license.

Preferred experience in Catholic youth and young adult ministry or campground related operations.

Proven experience and skills in directing and supervising volunteers.

Competent oral and written communications skills, including an ability to problem-solve in difficult conditions.

Must have and maintain, or be able to obtain prior to hiring, ServeSafe Certification and Certified Pool Operator status.

Contacts

Apply online (copy and paste URL into your browser:

<https://recruiting.paylocity.com/recruiting/jobs/All/da553ba0-b7f4-42da-8940-6736f7261cb7/St-Thomas-More-Center>

Visit our website:

<https://stmcenter.com/job-openings>

Questions? Contact Jason at jason@stmcenter.com 515-309-1936