



Campus Facilities Engineer

St. Robert Bellarmine is hiring a Campus Facilities Engineer (CFE) to ensure the safe, efficient operation of our facilities and campus by maintaining, troubleshooting, and repairing HVAC, elevators, fire systems, security, plumbing, electrical, structural, campus grounds and life safety systems. This position requires a thorough understanding of safety practices, building systems and general maintenance procedures. The CFE will perform preventative maintenance, oversee contractors, solicit and manage service contracts, manage energy systems, and respond to emergency alerts and campus situations. The CFE will document, track and report on operational activities and plan for long-term vendor agreements and capital expenditures. This position reports to the Finance and Business Director and to the Parish Pastor.

Key Responsibilities and Duties

- **System Operations:** Inspect and operate HVAC, boilers, plumbing, electrical, elevator, fire and lighting systems.
- **Preventive Maintenance:** Implement and maintain proactive maintenance schedules for equipment, building, hardscape and landscape longevity. This includes changing filters, lubricating motors, inspecting safety devices and seasonal cleanings.
- **Repairs and Coordination:** Perform routine repairs and coordinate specialized repairs with licensed contractors as needed.
- **Management:** This position will manage one full-time maintenance staff to assist with the campus maintenance responsibilities. Set priorities, document and report activities and assist with maintenance budgets.
- **Maintenance Schedule:** Develop and maintain an annual maintenance schedule by month and report on completed tasks. This includes maintaining a one-, three-, five- and ten-year capital maintenance/replacement plan for all utility, structural and landscape activities for consideration in the development of annual budgets.
- **Emergency Response:** Act as a first responder to building emergencies, such as power outages, leaks, or fire alarm activations, often requiring on-call availability.
- **Building Automation:** Monitor and adjust systems through computerized building automation systems (BAS) to ensure occupant comfort and energy efficiency.
- **Vendor Management and Coordination:** Solicit vendor bids and manage and optimize service agreements. Supervise outside contractors and vendors performing work on-site, ensuring compliance with building standards and scope of work.
- **Safety Compliance:** Identify potential safety hazards and ensure all work adheres to local, state, and federal safety regulations (e.g., OSHA, EPA). Work with various state and local agencies for inspections and compliance.



- **Documentation:** Maintain, track and report accurate, detailed logs of maintenance activities, repairs, and consumption. Identify trends and reoccurring issues.
- **General Parish Support:** Assist with operational support of parish, school and other event activities.

Required Qualifications and Skills

- **Experience:** 3-5 years of experience in facility maintenance for schools, churches or multi-building campuses is preferred or related trade fields (HVAC, electrical, plumbing, carpentry).
- **Education:** High School Diploma or GED; technical or trade school training is preferred.
- **Communication:** Must have strong problem-solving and communication skills and be able to work independently and as part of a team. Can work with all levels of campus staff, volunteers and parishioners.
- **Technical Skills:** Strong understanding of HVAC, electrical systems, plumbing, structural dynamics and blueprint reading.
- **Certifications:** EPA Universal CFC certification is often required; boiler license (e.g., low-pressure) is preferred.
- **Physical Ability:** Ability to lift 50+ lbs, climb ladders, perform at heights and work in confined spaces.
- **Transportation:** Valid driver's license and personal transportation.
- **Background Check:** Can pass a background check and work around children and within a school setting.
- **Leadership:** Must operate at highest levels of professionalism, Self-starter, and organized with a service mindset.
- **Religious Understanding:** Respect for Catholic values and teachings, liturgical practices, and the mission of the parish and school is required. Familiarity with the Catholic church is preferred.

Compensation

- **Time Requirement:** Monday through Friday, 7am-4pm. Must be able to assist with occasional evening or weekend events and able to respond to urgent campus issues or emergencies outside of normal working hours.
- **Salaried:** Based on experience
- **Benefits:** Access to Catholic Archdiocese's health, dental and 403B plans

To apply - send resume to business@stroberts.com. For questions or additional information, please call Patrick Flanery, Business & Finance Director, at (402) 333-8989.