



**Cathedral Church of St. Paul**  
**138 Tremont St., Boston MA 02111**  
**[www.stpaulboston.org](http://www.stpaulboston.org)**

**Job Title:** Facilities Manager

**Reports to:** Dean, Cathedral Church of St. Paul

**FLSA Status:** Exempt

**Salary Range:** \$80,000 - \$84,000, plus generous benefits

**Starting Date:** Immediately, subject to background check

Summary: Located on Boston Common, the Cathedral is a community of congregations, a spiritual center for the Episcopal Diocese of Massachusetts, and a vibrant part of the downtown community. Reporting to the Dean of the Cathedral, the Facilities Manager ensures we offer safe, hospitable space in which to carry out our mission.

The Facilities Manager is responsible for overseeing all facets of upkeep of the property. This includes the property at 138 Tremont Street, comprised of three contiguous buildings in downtown Boston used as worship, office, and meeting space by the Cathedral Church, the Episcopal Diocese of Massachusetts and related outside organizations. In addition to reporting to the Dean of the Cathedral, the Facilities Manager will work with the Operations Manager on matters concerning the Diocese.

### **Essential Duties and Responsibilities**

Supervise the facilities staff at 138 Tremont Street (30%)

- Create work schedules and job descriptions for 4 full-time sextons, 1 full-time receptionist, and 1 part-time night receptionist.
- Oversee hiring of sextons and oversee sextons' performance and annual reviews.
- Convene weekly team meetings for sextons.

Oversight of Building Systems – Maintenance and Improvement (40%)

- Initiate and maintain a preventive/planned maintenance program within the confines of an annual budget to include:
  - Heating and air conditioning.
  - Maintenance and repair of buildings and equipment.
  - Annual inspections.
- Ensure the safety, cleanliness, and hospitality of the premises.

- Serve as staff liaison with ad hoc committees of our governing body as needed.
- Maintain up to date records for all state, federal, and/or insurance inspections.
- Keep up on technological changes to meet current laws and efficiency standards and provide training to new and existing employees.
- Manage all vendor and contractor relationships relating to facilities and upkeep.
- Participate in negotiation of all building-related contracts, including competitive bidding for all projects over \$5,000.
- Monitor performance of services as per contract.

#### Budgeting and Long-term Planning (20%)

- Administer the Cathedral Facilities department budget and Diocesan budget as related to facilities management.
- Collaborate with Cathedral and Diocesan staff in decisions for major capital improvements.

#### Collaboration for Mission Implementation (10%)

- Participate in cathedral staff meetings and plan for major events in coordination with staff.
- Attend Downtown BID meetings and build relationships with local law enforcement and civic leaders to work for safety in the community and problem-solve as needed.
- Participate in DEI, de-escalation, and other training as directed by the Cathedral Dean.
- Meet as needed with Diocesan Canon to the Ordinary to review and address all property concerns.

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty with a minimum of oversight, and take initiative as needed. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Flexibility of hours to accommodate building needs.
- Strong knowledge of construction and building maintenance.
- Contractor's license not required, but preferred knowledge of building codes and OSHA regulations.
- Strong supervisory and team-building skills, coupled with strong oral and written communication skills.
- Comfort working in a progressive, faith-based environment.
- Ability to work well with ever-changing priorities and/or situations.
- Ability to handle multiple tasks.
- Comfort working in a location marked by visible effects of urban poverty and underinvestment.
- Proven experience in supervising a diverse staff.
- Strong knowledge of property/building needs.
- Knowledge of facilities management methods for environmental sustainability preferred.

**Supervisory Responsibilities**

Directly supervises 4 Sextons and 2 receptionists, carrying out supervisory responsibilities in accordance with the organization's policies, DEI objectives, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment**

The cathedral is an equal opportunity employer. All staff must actively support our commitment to welcome and celebrate all people, including LBGTOA people, those living with disabilities, those of a variety of faiths.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Application**

**Please send a letter of interest and resume to Brad Rothrock, Cathedral Administrator, at [brothrock@diomass.org](mailto:brothrock@diomass.org).**