DIOCESE OF ORLANDO
CHANCERY OFFICE
Job Description

Job Title: Project Manager for Deferred Maintenance
Reports To: Secretary for Ecclesiastical Properties/Senior Director of Design, Construction and Facility Maintenance Services
FLSA Status: Prepared By: Diocesan Office of Human Resources
Prepared Date: August 2, 2018

SUMMARY
The Project Manager for Deferred Maintenance supports the Ecclesiastical Properties Secretariat by initiating and managing Diocesan deferred maintenance programs. The Project Manager will be responsible specifically for executing and managing results as outlined by the existing comprehensive roofing survey program, as well as creating a program to survey and manage HVAC systems at all Diocesan entities.

The Diocese of Orlando four core values lay the foundation for the work performed its employees:

- **Authenticity**: Conviction that God has called us to reflect exteriorly on the inner life of faith in our daily living.
- **Respect**: Affirmation of each person’s God-given dignity and uniqueness.
- **Courage**: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
- **Commitment**: Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Addresses the existing roofing needs of the Diocese of Orlando as identified by the recent survey.
  - Following Diocesan process, works with appropriate staff, vendors to provide for estimate, permission from Diocesan Finance Council to proceed and oversees repair roofs.
    - Solicits proposals from qualified professional consultants to address specific project needs.
    - Reviews roofing designs and specifications to plan the sequence of work.
    - Identify any practical problems in achieving the planned result and discuss any necessary changes with the architect and Parish entity.
    - Manages assigned projects including coordination/supervision of subcontractors.
    - Performs pre-inspection and post-inspection of job
    - Establishes and executes a project communication plan.
- Initiates Diocesan-wide HVAC survey of existing equipment and implements plan for deferred maintenance.
- Assign duties, responsibilities, and spans of authority to project personnel.
- Builds strong relationships with vendor partners.
- Participates in pre-construction meetings on an as-needed basis

REPORTS TO:
Senior Director of Design, Construction and Facility Maintenance Services
COORDINATES WITH:
Diocesan Special Projects Manager

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

CATHOLIC FAITH
Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

EDUCATION AND EXPERIENCE
Bachelor’s degree in Architecture, Engineering, or Construction Management required and five to eight years related experience or equivalent in Commercial Construction. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgement to plan and accomplish goals. Demonstrated proficiency in supervising and motivating subordinates. Proficient in Outlook and Microsoft Word, or other data base programs.

OTHER SKILLS AND ABILITIES
- Has a general understanding of commercial and residential roofing systems and their proper installation.
- Has a general familiarity with commercial and residential environmental (HVAC) systems.
- Possesses the ability to interact effectively in a broad range of situations and deal with the pressure of time and changing conditions.
- Shows superb analytical skills, and a resourceful approach to problem-solving.
- Understands basic construction contracts, and familiar with AIA forms.
- Sets an ethical and pastoral tone for diocesan conduct.
- Able to read, interpret and understand surveys, legal descriptions, construction drawings and specifications.
- Able to learn new systems and create organizational methodologies.
- Possesses valid Florida driver’s license and maintains an acceptable driving record.
- Works inside and outside of buildings.
- Works alone and in a team environment.

WORKING CONDITIONS
The working hours of this position are not limited to an 8-hour day. This person will need to be available in the evening and weekends, as needed. Must be willing to work in conditions of stress and function well under pressure.

PHYSICAL REQUIREMENTS
The ability to sit and stand for long periods of time. Must be able to reach, grasp, feel, and see up close and from afar. Must be able to use basic office computer hardware and peripherals, with or without reasonable accommodation. Must be able to communicate verbally and in written form.