

Position Title:	Building and Property Specialist
Reports To:	Finance Administrator
1. Position Summary/Scope of Service: <p>To identify issues and concerns regarding buildings and properties of the archdiocese and to provide support and/or direction on construction and renovation projects to buildings and properties of the archdiocese according to the policies of the archdiocese.</p>	
2. Qualifications <div style="margin-left: 40px;"> a. Educational <ul style="list-style-type: none"> i. Computer literacy and a working knowledge of the Microsoft Office Suite (Word, Excel, Outlook, Powerpoint and Zoom) ii. Knowledge of provincial and municipal government regulations regarding land use, building laws and codes, and/or project management software are desirable </div> <div style="margin-left: 40px;"> b. Skills <ul style="list-style-type: none"> i. Proven ability to correctly identify and, as appropriate, repair common problems in buildings and on property ii. Management of construction, new and renovation, projects of various scopes and complexity. iii. Ability to prioritize needs to meet budget and other constraints </div> <div style="margin-left: 40px;"> c. Personal <ul style="list-style-type: none"> i. Physical strength and agility ii. Record of good judgement and decision making iii. Clean driver's abstract </div>	
3. Authority <p style="text-align: center;">Not applicable</p>	
1. Duties and Responsibilities <div style="margin-left: 40px;"> a. Building and Property Maintenance and Repair <ul style="list-style-type: none"> i. Archdiocesan and Mission buildings and property <ul style="list-style-type: none"> 1. Set up and complete annual inspection and maintenance schedules for buildings and property under the direct control of the Archdiocese. 2. Prepare and submit inspection reports to the Finance Administrator when inspections are completed. File reports in the cabinet provided in the chancery office. 3. Review inspection reports with the Finance Administrator and/or the Archdiocese Building and Property committee to establish a schedule for maintenance of buildings and property under the direct control of the Archdiocese. 4. Make repairs to and complete regular maintenance of buildings and property under the direct control of the Archdiocese as within personal skills and competence or arrange for </div>	

repairs to be made by appropriate tradesperson or professional, following the tender and contract process of the Archdiocese and as directed by the Finance Administrator.

ii. Parish and Quasi-parish buildings and property

1. Review annual inspection reports from parishes and quasi-parishes and follow up on any that are not completed.
2. Assist and liaise with parish priests, parish finance councils and/or parish building/maintenance committees with repair and maintenance projects/needs.
3. Provide supervision and/or follow up on plans of parishes and quasi-parishes to address identified maintenance and repair needs.
4. Establish a list of contacts skilled in various trades and maintain a current list of parish maintenance personnel or volunteers.

b. Archdiocese Construction and Renovation Projects

1. Develop scope of work documents for tender process for construction and renovation projects for buildings and property under the direct control of the Archdiocese, for review by the Finance Administrator.
2. Act as Project Manager for construction and renovation projects for buildings and property under the direct control of the Archdiocese, reporting directly to the Finance Administrator and prepare contracts between the archdiocese and contractors and/or tradespersons.

c. Parish Construction and Renovation Projects

1. Liaise and assist parishes with their construction and renovation projects, as directed by the Finance Administrator.

d. Cemeteries

1. Set up and complete an annual inspection schedule for all cemeteries of the Archdiocese.
2. Prepare and submit inspection reports to the Finance Administrator when inspections are completed.
3. Assist and liaise with parish and community cemetery operators with plans for cemetery repair and maintenance projects/needs.
4. Provide supervision and/or follow up on plans of parish and community cemetery operators to address identified maintenance and repair needs.

e. Other

1. Attend to other related duties and tasks as may be assigned, from time to time, by the Finance Administrator.

Reviewed by the Curia on 25 August 2022
Reviewed by the AFC in September 2022
Reviewed by the Curia on November 20, 2024