

# Diocese of Nashville

<https://dioceseofnashville.com/job/property-manager/>

## Property Manager

### Description

Property Manager  
Church of the Holy Rosary  
Donelson Neighborhood, Nashville, TN

### Position Overview

The Church of the Holy Rosary is seeking a skilled and dedicated Property Manager to oversee the maintenance and management of the church and school facilities. This individual will be responsible for ensuring the safety, cleanliness, and functionality of the buildings, grounds, and equipment, collaborating closely with both the Director of Finance/Facilities and the School Principal. The Property Manager will be expected to handle various maintenance tasks, supervise contractors and janitorial services, and maintain accurate records.

### Key Responsibilities

- Inspect the building, grounds, and equipment on a daily, weekly, and monthly basis to identify repair and maintenance needs.
- Respond promptly to repair and maintenance requests, ensuring tasks are completed in a timely manner.
- Oversee the installation of equipment and appliances, ensuring compliance with applicable codes.
- Maintain a maintenance log and establish a comprehensive Daily, Weekly, Monthly, Quarterly, and Annual Work Plan.
- Develop a reporting system to keep the Director of Finance/Facilities and School Principal informed of ongoing work and issues.
- Collaborate with outside contractors as directed and follow all safety regulations when using equipment.
- Read and interpret manuals, blueprints, and written documentation related to repairs and construction.
- Manage landscaping and snow removal operations, ensuring the property remains well-maintained throughout the year.
- Handle plumbing issues, construction projects, and remodeling tasks, including carpentry and general construction methods.
- Oversee the electrical systems, including troubleshooting and diagnosing issues with AC and DC voltages, up to and including 460-volt 3-phase power.
- Ensure proper operation and maintenance of HVAC systems, commercial kitchen equipment, elevators, generators, and related components.
- Draft cost estimates for maintenance and repair projects, including materials and labor.
- Obtain technical certifications or licenses for special equipment operation as required.
- Oversee property management accounting using PDS, FACTS, WeShare, and SAGE systems.
- Supervise the Contract Day Porter and contracted night and weekend janitorial services.
- Work closely with Parish and School Accounts Payable/bookkeeper to ensure smooth financial operations.

### Hiring organization

Church of the Holy Rosary

### Job Location

Nashville, TN

### Date posted

December 6, 2024

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [falconea@holyrosary.edu](mailto:falconea@holyrosary.edu)

## **Qualifications**

### **Experience**

- Minimum of 2 years of experience in building maintenance, construction, plumbing, or electrical work.
- At least 2 years of property management accounting experience is preferred.
- A certification in property management/building maintenance is a plus.

### **Physical Requirements**

- Ability to perform physical labor, including lifting and carrying up to 50 pounds, climbing ladders, and working in varying conditions, including outdoors and inclement weather.
- Must be able to work in uncomfortable positions for long periods and handle stress without it affecting performance.
- Comfort working at heights and around electricity

### **Skills**

- Knowledge of landscaping, snow removal, plumbing, construction, carpentry, and electrical systems.
- Strong understanding of HVAC systems, including troubleshooting and repair.
- Basic IT skills, particularly with educational tools.
- Ability to organize, prioritize, and exercise independent judgment.
- Effective communication skills; speaking multiple languages is a plus

### **How to Apply**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [falconea@holyrosary.edu](mailto:falconea@holyrosary.edu)