



## Archdiocese of St. Louis Job Description Form

**Job Title:** Director of Building and Real Estate

**Office/Agency:** Office of Building and Real Estate

**Position Reports to:** Chief Financial Officer

**Revised:** December 2015

**FLSA:**

**Pay Grade:**

### **Position Summary:**

This position provides parishes and agencies of the Archdiocese of St. Louis with information and services related to the design and construction of archdiocesan and parochial buildings and facilities. It provides facilities management support to archdiocesan owned and operated buildings, oversees the acquisition and disposition of all archdiocesan real estate and oversees all archdiocesan activities related to environmental compliance.

### **Duties and Responsibilities:**

1. Establish directives for all new archdiocesan and parochial construction, renovation and repair projects.
2. Provide "project oversight" for planning, design, and construction of all archdiocesan buildings and facilities.
3. Oversee budgets for several key archdiocesan facilities.
4. Provide "facilities management" support and guidance to all archdiocesan buildings.
5. Provide "project management oversight" for all planning, design, and construction of parish projects.
6. Serve as the contracting authority for all archdiocesan and parish design and construction projects.
7. Maintain all archdiocesan and parochial real estate and construction files and records.
8. Develop and maintain the list of approved architects, engineers and contractors.
9. Oversee and approve negotiations of all archdiocesan and parochial real estate transactions.
10. In conjunction with the archdiocesan lawyers, develop all legal documents related to the acquisition and disposition of all real estate.
11. In conjunction with the pastors and the archdiocesan lawyers, develop lease agreements for all parish and archdiocesan properties.
12. Oversee all archdiocesan activities related to asbestos, lead paint and other environmental issues.

**Knowledge & Experience Requirements:**

1. BS degree in Engineering, Architecture, or related field.
2. Professional registration preferred (P/E or AIA).
3. 15 years of experience in the Design/Construction industry preferably as an owner representative.

**Skills & Attitudes Required for Success in Job:**

1. Technical competency to direct design and construction projects.
2. High level of communication skills, oral and written.

**Relationships Requirements:**

1. Must be able to interact equally well with the Ordinary, Vicars General, pastors, lay leadership, architects, engineers, contractors and maintenance workers.

**Resources for which accountable:**

Annual budget: \$2,000,000 +

Design and Construction Budget: \$10 - \$20 million per year

Number of employees supervised: Exempt - 2 Non-exempt - 1