



Job Description

Name:**Job Title:**

Maintenance Director

Reports To:

Operations Director

FLSA Status:

Full-time, Exempt

Position Summary

Assures the optimal functioning of building systems including fire/life safety, HVAC, lighting, mechanical and plumbing in all parish facilities. Oversees and responsible for grounds keeping activities including landscaping, maintenance of sidewalks and parking areas, and the removal of snow and trash. Performs repairs and/or supervises outside contractors as they make repairs to buildings and equipment as required, utilizing basic knowledge in electrical, plumbing, mechanical, carpentry, masonry and painting work

Responsibilities

- Supervise maintenance and custodial personnel. Performs annual evaluations of maintenance and custodial personnel.
- Responsible for security of parish grounds, contacting Pastor, Operations Director and local police department when needed as result of damage or vandalism to grounds.
- Assure optimal functioning of building systems including fire/life safety, HVAC, mechanical and plumbing.
- Oversee and perform maintenance service and small repairs in the areas of electrical, plumbing, mechanical, carpentry, masonry and painting.
- Ensure parish machinery is well maintained and that maintenance procedures are followed. Utilize existing information and schedules and develop additional schedules as needed.
- Primary contact for building cleaning services.
- Coordinate and supervise work with outside contractors for routine preventative activities such as safety inspections, pest control and other preventative maintenance on facility systems.
- Coordinate and supervise volunteers performing on-site routine maintenance.
- With the Operations Director and/or Pastor approval, purchase materials required for facility and grounds upkeep.
- Oversee installation, removal and cleaning of portable air conditioning units. Replace batteries in smoke detectors/carbon monoxide detectors. Replace light bulbs as necessary.
- Support snow removal needs to ensure safe conditions for parishioners, school personnel and children as well as visitors.



Job Description

- May be requested to perform general labor tasks such as sweeping, trash removal and cleaning with strong attention to detail.
- Oversee replenishment toiletry supplies as needed. Set up for activities in church and school.
- Perform other responsibilities as assigned.

Requirements

- Minimum of High School graduate, GED or equivalent, with trade school classes. Post High School coursework in trade related field leading to certification/licensure or Associate degree in technical field highly preferred.
- Minimum of 3 years’ experience in maintenance or a related field such as building maintenance and related systems.
- Knowledge of use and maintenance of power and hand tools used on the job.
- Ability to read and comprehend written instructions and communicate to others in writing.
- Ability to communicate in spoken word and written English
- Basic knowledge and experience in electrical, plumbing, carpentry, machine servicing, painting and other trades.
- Familiarity with basic PC skills, email and internet.
- Valid driver’s license.

Physical and Mental Requirements Functions

- Ability to work outside in a variety of weather conditions.
- Climb ladders and stairs as necessary, including accessing roof structures up to 30’.

Action	Percent of time action is required		
	0 – 24%	25 –49%	50 – 100%
Seeing / Comprehension			X
Hearing			X
Walking/Standing			X
Lifting weight: up to 50 lbs			X
Climbing/Stooping/Kneeling			X
Hand/Finger Dexterity			X
Speaking			X