

Cluster of Catholic Churches
St. Catherine, St. Joseph & St. Francis Xavier
Job Description for Maintenance Manager

Position Title: Facilities Maintenance Supervisor

Reports to: Pastor

Classification: Part time

Broad Statement of Responsibilities:

The Maintenance Supervisor is responsible for timely completion of all routine minor repairs, maintenance, and inspections of parish buildings and grounds by effectively and efficiently utilizing parish financial and human resources. This may include trouble shooting, preventative maintenance, semi-skilled carpentry, plumbing, electrical, painting, a cleaning and routine landscaping. The Maintenance Supervisor oversees Maintenance Assistants, assigns work schedules, duties and other tasks as needed to successfully accomplish these goals of the department.

Specific Duties:

- Oversee completion and accurate record keeping of all required preventative-maintenance and facility inspections
- Maintain and monitor facility HVAC schedule, alert parish contractor of any abnormalities
- Establish relationships with trusted vendors and schedule repairs/maintenance that are outside of the Maintenance Supervisor's skill set, within established budget
- Ensure all staff are properly trained for an emergency and be on-call for emergencies
- Perform any minor repairs and make recommendations for facility repairs and improvements
- Maintain up to date maintenance/custodial manuals, emergency procedures, and safety data sheet documentation
- Maintain and operate parish equipment such as lawn mowers, floor scrubber etc....
- Compile a list of preferred vendors to use for external repairs
- Work and communicate with staff
- Meet with Pastor on a weekly basis to discuss maintenance needs
- Other duties assigned by staff

Supervisory Responsibilities:

There is no supervisory responsibility with this position, but will be responsible for overseeing outsourced vendors.

Qualifications:

High School diploma, or GED equivalent work experience preferred
Prior experience with facility maintenance
Ability to work independently
Valid Michigan Driver's license

Employee Signature

Date