



Job Title: Facilities Maintenance Supervisor

Department: Maintenance - Campus

Reports to: Office Supervisor

Position: FT PT

Primary Functions: This position conducts preventative maintenance, safety and energy conservation audits, supervises 2 or more maintenance employees, may also supervisor outside contractors and personally performs higher level maintenance functions of Parish/School buildings and grounds including mechanical, plumbing, and electrical system. Including but not limited to the following responsibilities.

Responsibilities:

- Work with outside contractors and suppliers, purchasing materials and services required for completion of projects, receiving competitive bids from at least three contractors
- Develop a pro-active maintenance program for buildings and grounds such as evaluating equipment, general building maintenance, and recommending corrective action
- Supervise and coordinate maintenance service and repairs pertaining to buildings and grounds, maintenance and equipment
- Ensure Diocesan and statutory compliance in respect to all building and grounds maintenance and development matters
- Monitor activity of outside contractors, making certain maintenance and repairs are performed in a safe and timely manner, monitoring labor costs for accuracy and necessity
- Maintain accurate records with regard to inspections of equipment and general preventative maintenance
- Supervise maintenance staff
- On-call 24 hours for emergencies
- Responsibilities include other duties as assigned by pastor or business manager
- Other duties as assigned

Supervises:

Maintenance Staff

Qualifications:

Education: High School Diploma/GED Equivalent.

Experience: 5 or more years' maintenance experience, preferably in a supervisory capacity.

Special Skills: Knowledgeable in plumbing, HVAC, electrical and general maintenance repairs. Must have good interpersonal communication skills and the ability to interface professionally with contractors. Must be able to read blueprints and develop bid proposals. Computer knowledge and inventory control.

Ergonomic Requirements: Must have working knowledge to MS Office Suite and relevant computer skills. The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, heavy lifting (50 lb. minimum), walking, carrying and other movements. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.

Positions and duties may be changed by the Pastor at any time in order to meet the needs of the parish.