

POSITION NAME: Buildings & Grounds Working Supervisor	PARISH: St. Pius X Church/St. Pius X Elementary School
REPORTS TO: Pastor or Pastor Designate, Building Principal or Principal Designate	SCHEDULE: Full Time
CLASSIFICATION: Exempt	EFFECTIVE DATE: July 1, 2017

GENERAL STATEMENT OF DUTIES: To provide a safe, comfortable, clean, efficient and attractive place in which to worship, learn, plan and develop.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

A. Working Supervisor of Building & Grounds Qualifications:

- a. Previous experience in a supervisory capacity.
- b. Must be knowledgeable of boilers, compressors, generators, electrical and plumbing systems.
- c. Must be knowledgeable of building codes, safety regulations and blueprint interpretation.
- d. Completion of secondary education or otherwise show ability to read, write and follow oral and written directions.
- e. Must fluently speak, read, write and understand English.
- f. Some basic computer skills required.
- g. Positive attitude in all aspects of the position, e.g. with staff, children, vendors, families.
- h. Supports and fosters Catholic mission of the church and school.
- i. Ability to prioritize workload to meet demands.
- j. Maintain confidentiality with all church/school business.

B. Primary responsibilities include, but are not limited to:

- a. Plan and direct the Maintenance/Janitorial Staff to assure that all buildings are clean and ready for any and all activities scheduled.
- b. Ensure proper maintenance and repair of the facilities and equipment including but not limited to carpentry work, grounds keeping, painting, plumbing and HVAC systems.
- c. Ensure compliance with fire and safety codes including reporting any accident/incident reports to proper administration. Respond to and be available for emergency calls.
- d. Ensure outside services are properly completed and supervised in accordance with contracts.
- e. Any other duties assigned.

C. Administrative Responsibilities:

- a. Maintains regular communication with the Pastor & Building Principal or Designate(s).
- b. Assist in selection, discipline and discharge of maintenance/janitorial personnel. Schedule and coordinate maintenance/janitorial service(s) to ensure availability of staff without interruption.

JOB SCOPE: Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from general directions, but also determines own practices and procedures, performing with moderate supervision.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items of 50 - 80 pounds.

WORKING ENVIRONMENT: Entails some evening and weekend work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.