

JOB DESCRIPTION

St. Joseph's Catholic Church, Grand Rapids, Minnesota

Job Title:	Facilities Maintenance Supervisor
Department:	Custodial/Maintenance
Reports To:	Pastor, Principal, Parish Admin
FLSA Status:	Non-Exempt
Prepared By:	Parish Administrator
Prepared Date:	October 10, 2020
Revised Date:	
Work Schedule:	40

SUMMARY

To oversee physical plant operations, maintaining and monitoring all buildings, equipment and grounds of the school. Must maintain an efficient, safe and effective environment for faculty, staff, students and visitors.

The facilities maintenance supervisor must visibly model the values and principles of the faith through facilitating a learning environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

CONTEXT

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position helps the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Open facility daily and walk-through with an eye for monitoring function of equipment and cleanliness of the facility completed by the p.m. custodial staff. Address concerns first with Principal/Parish Administrator to help communicate issues with custodial staff
2. Maintain Commons, elevator, serving kitchen, parish kitchen daily (garbages/floors as needed)
3. Address immediate janitorial needs as they arise
4. Assist staff members with projects/needs as requested and perform these in a timely manner (requests are written and submitted via parish/school mail)
5. Order and maintain an inventory of equipment and supplies
6. Keep equipment in good repair and janitorial areas neat and clean
7. Engage and work with contractors and vendors for certain repairs as needed
8. Care and maintenance of school campus grounds during all seasons (lawns, trees, shrubs, snow removal, etc.)
9. Follows protocols for maintenance/cleaning of our HVAC, Boilers, Floors, Walls that is done quarterly, semi-annually, and annually (and edit/update as needed)

10. Work within a budget and find cost savings as needs are identified and be open to researching other vendors for other ideas and products or pricing.
11. Attend Staff and also Building/Grounds Committee meetings as scheduled
12. Research any requests from Building/Grounds Committee and report as needed
13. Provide a safe environment by operating under the requirements of the insurance and EPA agencies
14. Oversee and participate in the daily, weekly and annual cleaning procedures
15. Maintain accurate records and files of all activities, chemicals, equipment and mechanical repairs and replacements.
16. In collaboration with staff, assist with requirements of OSHA/EPA rules and regulations and act as a contact person for inspections
17. Maintain facility inspection records for fire and safety hazards
18. Attend workshops on related matters, as required
19. Participate in the development/edits of the seasonal work schedule; maintenance, janitorial work, extra projects
20. Collaborate with the principal on safety drills
21. Attend and/or complete all workshops and training as directed

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of additional custodial employees and volunteers

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. One to three years of experience in all phases of building and ground maintenance
2. Minimum education: High school degree, Technical School training preferred

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with others.

OTHER EXPERIENCE/SKILLS

1. Skilled in the use of hand tools and power equipment
2. Skilled in electrical, plumbing, machinery and other mechanical equipment repair
3. Experience in working with vendors and outside contractors
4. Possess a current, valid driver's license and have reliable transportation/vehicle insurance
5. Training and/or experience in supervision of maintenance staff

6. CPR and First Aid Training
7. Successfully pass a criminal background check

DESIRABLE TRAITS

Dependable; courteous; neat; detail oriented; Able to switch focus from one task to another, sometimes at a moment's notice; Ability to make good decisions; Good time management skills; Tactful and diplomatic; Hardworking; Positive work attitude and ethic; A team player who always is welcoming and helpful when needs arise that are unforeseen.

CERTIFICATES, LICENSES

1. Possess boiler license, 1st class

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, stoop, crouch, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects more than 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional school setting with classrooms, offices, and common areas. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel is expected. Weekend and evening work may be required.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____