

## **JOB DESCRIPTION**

### **St. Francis School and St. Francis Catholic Church Campus**

Job Title:	Lead Maintenance Custodian
Department:	
Reports To:	Business Manager
FLSA Status:	Non-Exempt
Prepared By:	
Prepared Date:	
Revised Date:	
Work Schedule:	Full Time (40 hours per week) May include some evening and week-end hours.

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In charge of cleaning and upkeep of the buildings, floors, walls, furniture, fixtures, windows, walls, machines and equipment as well as the seasonal demands of the grounds keeping, (lawns, trees, shrubs, snow removal, etc.) on the parish and school property.
2. Coordinate schedules and supervise the activities of the maintenance staff assigning tasks and inspecting building areas to see that the work has been done properly.
3. Responsible for giving instructions and training regarding the use of cleaning materials and current practices including Hazmat and OSHA requirements for the safety of the school and the parish community.
4. Orders inventory and maintain on-hand necessary cleaning and bathroom supplies as well as equipment needed for the cleaning and maintenance duties.

5. Must monitor and make necessary adjustments and minor repairs to the heating, cooling, ventilation, plumbing and electrical systems.
6. Inspect building and grounds and notifies the Business Manager concerning the need for major repairs or additions to the building operating systems.
7. Oversee and participate in the daily, weekly and annual cleaning procedures.
8. Required to coordinate the activities and scheduling of any outside contractors doing work on the buildings or grounds.
9. Must prepare and maintain regular reports concerning maintenance, insurance inspections, departmental expenses, inventory, hours-worked and any additional OSHA reports or timely reporting that may be required.
10. Must be able to work independently with other building staff/personnel and maintain a good working relationship with the parish and school communities and their guests.
11. Respond to all calls of inquiry and need for assistance in a timely fashion along with the ability to be on-call and respond within a reasonable amount of time.
12. Responsible for policies and duties as outlined in the handbook.
13. Attend workshops, training and in-services related to work assignments.
14. Collaborate with the principal at the school on safety drills
15. Fulfill other responsibilities as identified.
16. Must successfully pass a criminal background check.
17. Must have a valid Minnesota Drivers License

### **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. High School Diploma or equivalent.
2. Prefer two year vocational training in plant or building maintenance program or at least two to three years of experience in all phases of building and ground maintenance.
3. Two or more years in a supervisory position.
4. Basic computer skills.
5. Demonstrated ability to work with gauges, meters, pumps, motors, and instruments used in the operation and maintenance (trouble-shooting) of the various facility systems.

6. Demonstrated ability to work with power tools and equipment used for the Janitorial maintenance of the facilities.
7. Ability to understand technical language.

### **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**

- Be self-motivated with the ability to work under little supervision
- Skilled in electrical, plumbing, machinery and other mechanical equipment repair
- Possess good organizational skills and be capable of multi-tasking and prioritizing work.
- Respond to and professionally solve all requests, complaints or problems.
- Possess a current, valid driver's license and have reliable transportation/vehicle insurance
- Be able to maintain confidentiality at all times.

### **CERTIFICATES, LICENSES**

Class 2 Boilers license or a willingness to obtain one.

### **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: \_\_\_\_\_