**ST RITA PARISH**

**4339 Douglas Avenue**

**Racine, WI 53402**

**262-639-3223**

POSITION DESCRIPTION

POSITION TITLE: ***MAINTENANCE SUPERVISOR*** Date: 1/9/2018

**FLSA**  Exempt - Administrative

**Reports to:** Pastor or designee

**Direct Reports**: Janitors, custodians, etc.

**Provides work direction to**: Any assistants, volunteers, others as required

**Receives work direction from**: Pastor, staff members where appropriate

**Resource Person to**: vendors, contractors, various councils, committees and organizations

**This position is full time with benefits**

**Hours hired to work**: 40+ hours per week plus participation in on-call schedule

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**Purpose of Position:** Primarily responsible for general maintenance/repairs/monitoring of all parish buildings, grounds and equipment. This includes electrical, plumbing, boilers/HVAC. An be responsible for some aspects of custodial work, depending on parish needs and may supervise other maintenance/custodial staff and volunteers. Work cooperatively with the pastor and other staff members to provide an efficient, safe and effective pastoral environment for ministry performed within the guidelines of the parish mission statement.

**GENERAL RESPONSIBILITIES**

Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church.

A. To be present where needed, ready for work, to recognize situations that require additional effort, to put in more time when needed and authorized, to provide an example of punctuality.

B. To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork.

**Representative Responsibilities: (essential)**

1. Daily walk-through with an eye for monitoring function of equipment.

2. Keep equipment in good repair.

3. Supervise and monitor work of maintenance staff

4. Engage outside workers (contractors) for certain repairs as needed.

 5. Oversee and participate in the care and maintenance of grounds, (all seasons), lawns, trees, shrubs, snow removal, etc.

 6. Attend, and participate in, appropriate staff and committee meetings.

 7. Provide a safe environment by operating under the requirements of the Insurance and EPA agencies. Report any irregularities to the appropriate supervisor or authorities.

 8. Oversee and participate in the daily, weekly and annual cleaning procedures.

 9. Monitor, store appropriately and order maintenance and cleaning supplies as needed.

10. Maintain accurate records and files of all activities, chemicals, equipment and mechanical repairs and replacements.

11. Keep supervisor informed of day-to-day operations and incidents.

12. Work with vendors and contractors as directed and/or needed.

13. In collaboration with Business manager, serve as Safety Manager, assisting with requirements of OSHA/EPA Rules and Regulations. Act as contact person for any required inspections. Attend workshops on related matters, as required.

**Other Responsibilities**: Includes additional tasks identified (as needed) by the incumbent employee and/or assigned and approved by the supervisor.

1. Maintaining appropriate paper work (certifications, logs, order forms, checklists, etc.)
2. Daily rounds include opening appropriate buildings, checking boilers etc.
3. Set up for events/meetings as needed.
4. Obtain bids and coordinate work with outside contractors.
5. Plan and operate within the projected budget for the parish.
6. Accessing email, retrieving and forwarding documents electronically.

**The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required to the position. More detailed listings of duties and tasks are outlined in supplemental documents.**