Oversee the maintenance and equipment operation of the Queen of Peace buildings and grounds complex

**Job Responsibilities:**

* Reports to Parish Priest
* Administrative representative on Building & Maintenance Committee
* Oversee the day to day maintenance requirements of the Church, School, Rectory, and grounds
* Provide set up/tear down for special events; funerals, weddings, school activities, etc.
* Supervise and assist cleaning staff hired for school/church
* Maintain and operate the existing boilers
* Coordinate with outside contractors, as needed
* Be available on-call basis via cell phone
* Interface with school/office/liturgical staff members to organize and prioritize work order requests
* Assist helping organize and direct volunteers as needed for building maintenance (painting, mowing, table set-ups, etc)
* Provide snow removal and salt/sanding services in the winter months on sidewalks, steps, and ramps.  Parking lots by contract plowing
* Assist with annual budgeting and report any under/over spending by month
* Make recommendations to Parish Priest and Building maintenance Committee for capital spending for maintaining building and equipment.
* Coordinate and oversee any outside contract labor hired by the church that is associated with building maintenance (Boilers, HVAC units, roofing, Plowing, etc)

**Experience and Education Requirements:**

* Class IIC Boilers license or higher from the State of Minnesota preferred
* Knowledge and understanding of mechanical and/or electrical systems
* Some computer knowledge – background in Microsoft suite preferred (Word, Excel. Etc).  Capable of electronic filing for record keeping

**Salary/Hours**

* 30-37 hours/week with flex hours (with approval from Parish Priest)