

## **I. IDENTIFYING INFORMATION**

Position Title: Maintenance Supervisor

Location: St. Gabriel Catholic Church - Indy

Status: Part Time (PT 20-25 hours/week)

FLSA: Non-Exempt

Reports to: Pastor, Business Manager

Supervises: community service people (if any), volunteers, and outside contractors.

## **II. PRIMARY FUNCTIONS**

Job Description: Responsible for the effective, efficient, and safe maintenance, renovation, restoration and upkeep of buildings, equipment, plumbing, and electrical systems and grounds of the parish.

Primary Responsibility: Maintains the upkeep of the parish buildings and grounds. Performs maintenance and general repairs of property including plumbing, carpentry, electrical and landscaping. Ensures safety of premises when conditions warrant, i.e. weather related-snow and flood issues. Conducts preventative maintenance, safety and energy conservation audits. To be the on-site staff member to oversee the day-to-day functioning of the buildings and grounds.

## **III. POSITION CONTENT**

### **A. ESSENTIAL FUNCTIONS**

Major Responsibilities and Regular Activities

1. Complete repairs and maintenance, renovations, restorations and general upkeep on buildings, grounds, equipment, electrical systems, plumbing, doors, furniture, indoor and outdoor lighting and fixtures when reasonable and possible.
2. Complete scheduled and preventative maintenance tasks, including changing filters and light bulbs, cleaning of plumbing traps, and checking physical operation of equipment, building doors and windows. Complete some basic painting.
3. Inspect buildings and grounds for items needing repair, replacement and upkeep, Maintain an active and ongoing list of buildings and grounds maintenance projects.
4. Inspect campus to ensure compliance with health, fire, and safety regulations and ensure that other scheduled inspections are completed on time by appropriate vendors.
5. Maintain communication and work directly with Pastor, Business Manager, Building and Grounds, and Safety Committees, regarding policies and procedures pertaining to maintenance needs and present and future plans and projects related to the entire property.
6. Order and maintain inventories of maintenance and custodial supplies.
7. Manage the parish asbestos program and attend the annual asbestos training.
8. Coordinate and supervise volunteers and community service people (if any) and provide monitoring, coaching, and direction as needed. This includes volunteers cleaning Kavanaugh Hall (KH) and extra cleaning projects.
9. Engage and provide oversight and supervision of outside contractors and ensure proper completion of contracted projects. This includes initial contacts & scheduling, obtaining quotes, track work being done and approve final invoice for payment.
10. Respond to emergency maintenance issues and elevator emergency calls during and after hours and weekends.
11. Manage and maintain all aspects of the grounds, i.e. lawn, trees, walks, bushes, gardens, parking lots and the beautification of the premises ensuring a clean, secure, safe and well-organized facility.

12. Maintain lock systems for all doors, change room door codes when needed, administer issuing of keys and administer building access codes to authorized persons, Monitor the security cameras viewing inside and outside of building.
13. Act as the parish liaison with cleaning services (if any).
14. Demonstrate responsible stewardship of all institutional resources, such as supplies, material, energy, equipment and people.
15. Other duties as assigned to ensure the efficient functioning of the Parish.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGE, AND/OR ABILITIES**

1. Should be proficient in Microsoft Office applications: Word; Excel; Outlook; Publisher
2. Ability to execute maintenance & preventative steps needed to keep parish in good repair.
3. Knowledge of health, fire, and safety regulations for buildings and have the ability to respond to these regulations to ensure expectations are met.
4. Must be able to work independently and prioritize tasks..
5. Self-motivated. Ability to work with minimal supervision.
6. General knowledge of janitorial supplies and their application.
7. Willingness to foster the Church's mission.
8. Ability to perform essential functions of the position without creating a danger to self or others.
9. Demonstrates sound decision making in a variety of everyday and emergency situations.
10. Effectively communicate in a bilingual (English and Spanish languages) community a plus in this position.

**B. EDUCATION, TRAINING, AND/OR EXPERIENCE**

1. High school diploma, GED, or equivalent.
2. Understanding of maintenance needs of a given building and how to address and manage these needs.
3. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
4. Must be able to complete successfully the Archdiocese of Indianapolis Child Safety Training including background screening.
5. Must be able to provide adequate work identification

- V. WORKING ENVIRONMENT** Work is performed indoors and outdoors as needed. Possible exposure to weather and temperature changes. Possible exposure to cleaning chemicals and bodily fluids. Requires standing or walking for long periods. Frequent lifting. Occasional additional hours (staying within the maximum limit of 40 hours / week) is required on evenings, weekends and emergencies. Ability to reach, bend, stoop, kneel, and stand for extended periods. Needed to climb on a ladder to reach items to perform duties of job

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_