

EMPLOYMENT OPPORTUNITY

Please submit cover letter, resume, and references to:
Tom Kollar, Business Manager at tkollar@stbrendans.net

Job Title: Parish / School Maintenance Supervisor

Written/Revised: 11/01/2021

Parish: St. Brendan, Hilliard

FLSA Code: Non-Exempt (Hourly)

Responsible to: Business Manager

I. JOB SUMMARY

The job of Maintenance Supervisor was established for the purpose/s of performing skilled work in one or more of the following areas: electrical, painting, plumbing, asbestos identification and removal and/or carpentry work in the alteration, repair and construction; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner; overseeing and supporting custodian personnel in the performance of their assignments; providing leadership and training for the custodial staff and evaluating staff.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Parish and Diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

Regular attendance and punctuality is essential for this job.

Essential Functions:

1. Oversees custodial personnel as assigned for the purpose of maximizing the efficiency of work and meeting shift requirements.
2. Coordinate with the Business Manager, Principal, and contractors for the purpose of completing projects/work efficiently.
3. Estimate materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
4. Inspect facilities, systems and their components for the purpose of identifying necessary repairs.
5. Knowledge of finishes to walls and other surfaces (e.g. undercoat, sizing, texture, tints, plaster, etc.) for the purpose of providing direction for finishing new construction and/or preparing surfaces for repair.
6. Monitor premises and facilities for the purpose of ensuring the welfare of students, staff and parishioners and/or minimizing loss and/or liability.
7. Oversee the maintenance and replacement of tools and equipment (e.g. construction equipment, hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating equipment.
8. Prepare documentation (e.g. requisitions, purchase orders, etc.) for the purpose of providing written support and/or conveying information.
9. Respond to emergencies for the purpose of resolving immediate safety concerns.
10. Schedule work with contractors for the purpose of organizing timely construction and repairs.
11. Supervise Parish / School construction projects, remodeling and repairs.
12. Supervise Parish / School installation of systems and/or components.
13. Performs other duties as assigned

Other Position Responsibilities:

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Ability to communicate and maintain good relations with all School and Parish employees, vendors, contractors, and public entities.
4. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
5. Initiative and ability to work with minimal direction; sound judgement and decision-making capabilities are essential.
6. Responsible for the maintenance and cleaning of the facility. This includes, but is not limited to, dusting, mopping, vacuuming, and disinfecting all floors, walls, glass, and furniture.
7. Reads and interprets equipment manuals and work orders to perform required maintenance and service.
8. Performs repairs to the facility and rectory as needed. If repairs cannot be done by the maintenance department, arranges for the repairs to be done by appropriate contracted individuals.
9. Set up and tear down (tables and chairs) for meetings and events in Social Hall and classrooms as needed.
10. Removes snow and ice from all sidewalks and applies salt to certain areas campus. Supervises snow removal from the parking lots by a contracted individual.
11. Orders cleaning supplies, light bulbs and all maintenance equipment.
Personally, follows and enforces all safety regulations.
12. Assists Pastor and/or Business Manager with projects as needed.
13. Arranges for all inspections, annual maintenance and service for all equipment and systems.

III. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered important for average, successful work performance.

Heavy Work: Exerting 50 to 100 pounds of force occasionally and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are more than those for Medium Work.

IV. POSITION QUALIFICATIONS

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

Required: Compliance with BCI&I background checks and completion of Protecting God's Children Program.

Education: High School diploma or G.E.D. certificate required

Experience: Two to three years previous maintenance experience is required

Job Related Skills: This position requires frequent movement about the school building to complete the essential job responsibilities as outlined above.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language Skills: The ability to read and comprehend equipment manuals and instructions, write short correspondence and memos. The ability to effectively communicate to co-workers, parishioners, vendors and other employees of the Diocese.

Mathematical Skills: The ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. The ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Skills: The ability to apply common sense understanding to carry out detailed and involved written or oral instructions. The ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information highly confidential.