

**Position:** Facility Maintenance Coordinator

**Employment Category:** Part Time (Non Benefitted) Employment

**Type:** Salaried Exempt

**Supervisor:** Pastor

Pay Frequency: Semi-monthly

**General Description:** Responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish buildings and grounds. Main duties include supervising the preventative, routine and emergency maintenance and upkeep of the buildings and property for the church. Primary systems include:

HVAC, plumbing, electrical, security, fire safety, energy management, irrigation and grounds. Will supervise outside contractors. A working position; personally performs routine to mid-level maintenance functions.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time and with or without notice.

#### **Possible Job Responsibilities**

Collaborates with the pastor, and/or Parish Administrator in developing a comprehensive plan to address the operational and maintenance needs of the parish buildings and grounds. Serves as a resource to the staff regarding building operations and maintenance.

Directs the implementation of the annual work plan regarding facility maintenance and upkeep. Supervises and/or performs required maintenance or contracts with others as appropriate. Seasonal mowing in Our Lady's Memorial Garden Cemetery. Responsible to edge graves and maintain the appearance of the Memorial Garden: remove debris, clear faded or unsuitable flowers.

Provide supervision of contracted lawn service for the mowing on the remainder of campus. Evaluates the methods and procedures used in performing the maintenance and custodial duties and revises as necessary. Obtains bids and contracts for work, oversees fulfillment of contract terms by vendors.

Assures the routine operation of all facility/plant systems and equipment. Conducts periodic equipment maintenance checks as well as checking plumbing, electrical, drainage, and security systems. Arranges for repairs as needed and/or notifies Parish Administrator when systems need to be replaced.

Coordinates safety and security procedures as well as specialized needs. Develops and implements procedures to address problems that arise within the facilities, consistent with parish and Archdiocesan guidelines.

Maintains adequate inventory of custodial, maintenance and operational supplies. Purchases or rents supplies/equipment as necessary. Maintains and inventories parish tools and equipment. Works with the budget for maintenance. Monitors expenses and authorizes expenditures within parish guidelines.

Maintains current level of knowledge and skills required to perform the job.

Assists the Pastor, in preparing information on major capital projects, including building renovation, remodeling or improvement. If project is approved, serves as the liaison between the parish and the contractor(s) and vendors in overseeing completion of work. Respond to facility alarms, alerts and system failures. Provide prompt response to requests and issues. Coordinate annual inspection of facilities with Archdiocese Risk Management and Catholic Construction.

### **Qualifications**

Must have excellent interpersonal skills and familiarity with the Catholic Church as an organization. Must work effectively with and collaborate with the Pastor, parish staff and parishioners.

Minimum 1 year of experience with buildings and grounds or industrial facility maintenance.

Ability to diagnose and perform routine to mid-level repairs. Certifications a plus.

Ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility. Ability to safely lift up to 50 pounds.

Ability to operate outdoor power equipment including a tractor.

On-call availability for emergencies.