

SAINT FRANCIS OF ASSISI PARISH POSITION DESCRIPTION

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

MINISTRY CLASSIFICATION: FACILITIES STEWARDSHIP

POSITION TITLE: MAINTENANCE TEAM LEADER

SUPERVISOR: FACILITIES MANAGER

SCHEDULE: 28 HRS

FLSA: HOURLY

POSITION SUMMARY

Assist the Facilities Manager with the day to day workload to ensure an effective and efficient services is provided to the parish community, including the planning and resourcing of Planned Preventative Maintenance (PPM). Provides the regular and recurring cleaning of the church buildings and rectories, using any equipment authorized and available. Reports to Pastor and Facilities Manager.

ESSENTIAL FUNCTIONS

- Maintains equipment on parish grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
- Works with fellow team members and provides the custodial needs of the parish properties.
- Collaborates with Facilities Manager to plan work priorities, obtain necessary supplies, and assess skills needed to complete tasks.
- Works with Facilities Manager to report problems, solutions, and costs associated. Provides a weekly status update on any pending projects.

- Assist with keeping buildings safe by making sure they meet building code requirements. Regularly inspects parish properties for areas of concern.
- Oversees and may assist teams of volunteers that provide parish maintenance services such as cleaning, painting, and landscaping.
- Promotes a positive team attitude with employees and volunteers.
- Maintain proper chemical labels on all bottles, in compliance with all OSHA standards.
- Assist Facilities Manager to direct contractors and vendors as they relate to maintenance.
- Works with Facilities Manager to plan annual facility budget.
- Assist with maintaining an adequate inventory of custodial, maintenance and operation supplies. May purchase or rents supplies/equipment as necessary. Maintains operating manuals and serial numbers of equipment owned by parish. Maintains and inventories parish tools and equipment.
- Assists parish ministries when a set-up changes need to be made.
- Ensures compliance and implementation of policies as they relate to parish facilities.
- Provides general handyman work on parish properties as needed.
- Assist Facilities Manager as a primary contact for facility related emergencies, which may require evening, weekend, or holiday work.
- Work hours are flexible, in cooperation with Pastors directive.
- Attends staff meetings.
- Adheres to all Diocesan policies.
- Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED

- Must have good organizational skills and professional level interpersonal skills.
- Must work effectively and collaborate with the Pastor, supervisor, parishioners, parish and staff.
- Must be highly self-motivated and able to follow established procedures and meet standards while working unsupervised.
- Extensive knowledge of building systems such as electrical, HVAC, carpentry, and plumbing.
- Excellent analytical and problem-solving skills.
- Ability to priorities tasks and to delegate them when appropriate.
- Ability to identify issues and to determine repairs that are needed.

- Ability to assist facilities manager with building maintenance schedules.
- Professional Fluency in English, proficient ability to read, write, and speak preferable.
- Proficient with Microsoft Office Suite or related software as needed to complete reports, logs, and inventory reports.
- Must use a variety of hand and power-operated tools and equipment, such as broom, mop, squeegee, polisher, and vacuum cleaner.
- Must have the ability to interact professionally with all employees and people coming into the parish.
- Must be a practicing catholic in good standing.
- Must have ability to work in a multi-cultural environment.

EDUCATION & CREDENTIALS REQUIRED

- High School Diploma with training in maintenance of buildings.
- Minimum of five years of maintenance experience required.

PERIPHERAL FUNCTIONS

- And any other function deemed necessary by the Pastor.

PHYSICAL REQUIREMENTS

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, lifting heavy loads of 50 lbs. plus., repetitive arm/hand/finger movements, prolonged gripping of an item, sense of touch/feel, working in confined space or heights and temperature extremes.