

**LC Pastoral Services, Inc.**  
**Facilities Supervisor**  
[Cupertino, CA](#)

**Description**

**Our Lady of Santa Clara Retreat Center** is accepting applications from qualified individuals for the position of Facilities Supervisor to be able to work in the Cupertino, California area.

The Facilities Supervisor role includes, but is not limited to, the following:

- Performs regular maintenance including routine inspections of the facilities and property, preventative maintenance, repairs, and is on call for emergency situations.
- Leads improvements to existing facilities and new capital projects.
- Oversees contractors and volunteer help.

**DUTIES AND RESPONSIBILITIES**

- **Carpentry:** Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
  - **Masonry:** Lays forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs.
  - **Glazier:** Removes broken glass, putty or plastic; replaces windows and door hardware; replaces or arranges for replacement of glass for windows, doors, and light fixtures.
  - **Electrical:** Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
  - **Plumbing/Painting:** Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.
  - **Grounds Maintenance:** Maintains grounds in clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment; trims tree branches that create hazardous situations; installs and maintains drinking fountains; repairs/replaces hot water heaters.
- Improvements and Capital Projects:
- Make an audit of the entire property.
  - Organize all existing maintenance information and history of facilities and transfer relevant material to electronic format.
  - Make a maintenance plan of improvements for existing facilities and remedies for all deferred maintenance.
  - Lead all planning for new capital projects, coordinating with professionals and city officials.
- Oversees Contractors and Volunteer Help
- Oversees contractors when professional repairs are necessary
  - Coordinates volunteer projects.

**Requirements**

- Job Requirements
- 3+ years' experience in facilities management position
- Strong understanding of warehouse control systems
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrated leadership skills

- Impeccable verbal and written communication skills
- Excellent project management skills

**Application instructions**

Compensation: DOE

Benefits: Paid time-off and retirement savings benefits

Work Environment: In Cupertino, CA working with great people in achieving the Catholic Church's modern evangelizing mission!

With **Facilities Supervisor** in the subject line, qualified individuals should email: (a) a meaningful cover letter; (b) wage expectations; and (c) resume to ***nsorobey@olscretreat.org***

**Or apply here:**

***<https://recruiting.paylocity.com/recruiting/jobs/All/9668e24d-b9d9-4d7c-a930-12549af1e5f/LC-Pastoral-Services-Inc>***