

**SS. John and Bernard Parish
Benton Harbor, MI**

JOB DESCRIPTION

Title: Manager of Buildings and Grounds

POSITION SUMMARY:

Under general supervision from the Business Manager and Pastor, coordinates and performs a wide variety of custodial and maintenance duties in order to provide a clean, orderly, and safe environment for all parishioners and volunteers.

KEY DUTIES AND RESPONSIBILITIES:

1. Oversight of building construction and renovations, remodeling, repairs, equipment needs and maintenance, grounds/building maintenance, obtaining contract bids, and overall efficient use of facilities. This includes, but not limited to, plumbing, electrical, HVAC, power generation and back-up, structural, roof, paint, elevator, appliances, equipment and security systems; managed within budget parameters as set forth each year by the Business Manager, Pastor, and Parish Finance Council.
2. Coordinate, perform, and schedule routine and comprehensive custodial maintenance of all parish facilities, including, but not limited to
 - A. Clean all entryways and outside grounds; keep cleared of trash and debris; trash disposed of in dumpsters daily or as needed at all buildings.
 - B. Keep maintenance rooms clean and organized, all equipment stored nicely. Maintain inventory of parish equipment.
 - C. Routine checks on outsides of buildings, boilers, HVAC and other equipment to ensure operating efficiency; perform preventive maintenance, i.e. change batteries and filters as needed
 - D. Mow and fertilize lawn and plants; maintain flower beds; irrigate as needed; trim trees, shrubs, spray for weeds and insects; dispose of yard waste properly as needed.
 - E. Remove snow from steps, sidewalks, and all building entrances daily or as needed. Spread ice melt prior to parish events as needed. Mark times and dates on log sheet.
 - F. Move delivered packages to appropriate buildings and rooms.
 - G. Strip and wax floors and deep clean carpets once or twice per year as needed.
 - H. Obtain, review, and prioritize work orders from personal observations and other various sources.
 - I. Maintain inventory of cleaning and maintenance supplies, submit written requests for supplies to be ordered, and test and evaluate new supplies and equipment. Maintain MSDS sheets per property for all chemicals and cleaning supplies.
3. Supervise, schedule, and coordinate all concerns related to the cemetery.
4. Coordinate and solicit volunteer help for cleaning, maintenance, and gardening.
5. Set up and tear down tables, chairs, and equipment in meeting rooms and other areas for parish events. Oversee events and projects taking place on Parish property.
6. Report and respond to emergency calls relating to parish buildings and grounds; troubleshoot and identify cause and solution.
7. Be aware of facility safety and security following Diocesan and Michigan Catholic Conference Insurance Policies.

MINIMUM QUALIFICATIONS:

- At least one year of experience in custodial and building maintenance.
- Ability to focus and keep on task several projects at one time.
- Ability to work independently and complete ongoing daily, weekly, monthly, and yearly tasks on a timely basis with minimal supervision.
- Ability to effectively communicate and interact with staff and parishioners.
- Perform related work as required.
- Must possess a valid and unrestricted driver's license.
- Must be available for after-hours emergencies.

Required Knowledge, Skills, and Abilities:

- Demonstrated ability in the upkeep of several buildings and a passion for excellence.
- Knowledge of cleaning and waxing compounds, heating and ventilating equipment, lawn mowers, irrigating systems, snow blowers, lawn and plant fertilizers and insecticides, floor buffers and custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures.
- Skilled in the operation of a variety of hand tools.
- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.

TOOLS AND EQUIPMENT USED:

- Operate power equipment such as floor scrubber, floor buffer, steam cleaner, carpet cleaner, vacuum, mops, brooms, dusting equipment, lawn mower, lawn edger, weed trimmer, snow blower, snow plow, shovel, various hand tools, and other equipment as needed.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Full range of body motion is required for handling and lifting equipment. Must be able and willing to work in confined areas. May need to lift up to 80 pounds. Must be able to climb ladders and walk or stand for long periods of time.

SPECIAL REQUIREMENTS:

- Certification or proven vast knowledge of carpentry, electrical, HVAC, plumbing, and/or other mechanical areas required.
- The nature of this position may require work to be performed in the evening and on weekends. Participation in various staff events will be required.