



ALL SAINTS PARISH
PARROQUIA DE TODOS LOS SANTOS
112 E. Market Street, Logansport, IN 46947
574-722-4080 Fax: 574-722-5426

Job Title: Maintenance Supervisor

Reports To: Director of Operations

FLSA Status: Non-Exempt

Prepared Date: May 4, 2020

Summary: Maintains a clean environment and functioning, safe facilities.

Essential Duties:

1. Maintain boilers and HVAC systems for the parish facilities.
2. Maintain grounds including, but not limited to, mowing, watering and edging lawns, weeding, pruning and raking leaves on a seasonal basis.
3. Perform maintenance at the rectory, administrative office, church, religious education building, and parish hall.
4. Provide general assistance as needed to include, but not limited to, hauling, moving items and picking up parts and other equipment as requested.
5. Assure that the collection and disposal of trash takes place.
6. Serves on the parish Facilities Committee.
7. Work with volunteers to do repairs and general maintenance of properties.
8. Prepare the maintenance schedule for all parish properties.
9. Create an annual budget for repairs at each building and orders janitorial supplies including all paper products and cleaning supplies used in all buildings.
10. Maintain a cost-effective inventory of supplies for lighting and cleaning.
11. Verify receipt and condition of supplies.
12. Attend seminars as needed for job updates.
13. Use computer for inventory control and general daily communication.
14. Remove snow from all parish properties using hand shovels, snow blower and plow.
15. Provide grounds equipment repair and preventive maintenance.
16. Communicate with liability insurance company with regard to safety and inspection.
17. Accompany all inspectors (fire, health, insurance, etc.) on their rounds.
18. Other duties as assigned.

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.*

Skills, Knowledge, and Abilities:

The following are required:

- Mechanical skills
- Plumbing and electrical experience
- Good interpersonal skills
- Ability to organize and prioritize time
- Ability to maintain confidentiality
- Boiler experience preferred
- Valid driver's license

Education, Training, and/or Experience:

- A high school diploma or equivalent is required.
- Minimum of five (5) years verifiable maintenance experience
- Computer experience
- Boiler certification desirable

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to move about the work environment.
- Able to use basic machinery such as vacuums, snow blowers, lawn cutting equipment, etc.
- Performing general physical activities – Performs physical activities that require considerable use of arms and legs and moving whole body, such as climbing, lifting, balancing, walking, stopping, and crawling.
- Required to lift or move up to 100 pounds.
- Handling and moving objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Inspecting equipment, structures, or material – Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. May include climbing ladders.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed both indoors and out and individual is exposed to extreme hot and cold outdoor weather conditions.
- The work environment may be loud when using machinery and use of ear plugs may be necessary.
- Able to work nights, weekends, and holidays as needed.

Signature

Date