

JOB DESCRIPTION

POSITION TITLE: Maintenance Supervisor
REPORTS TO: Business Manager
FLSA STATUS: Non-Exempt Part Time less than 25 hrs. per week

Job Summary: The Maintenance Supervisor is responsible for overseeing the necessary maintenance of the church buildings and property and keeping these in top condition. Whenever an outside contractor is needed to do maintenance or improvements the Maintenance Supervisor is responsible for contacting, scheduling, coordinating, and supervising the work being performed. Some maintenance work may be performed, as appropriate, by the Maintenance Supervisor.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Keeps a running list of preferred contractors. When work is needed he/she contacts and schedules the contractors and makes sure needed W-9 and Certificate of Liability Insurance is up to date and on file. When contractor arrives to perform work, the Maintenance Supervisor directs contractor to the area needing work and is responsible for signing off when work is completed.
- In consultation with the Business Manager, sets long term plans for the maintenance of the church properties.
- Responsible for the maintenance of all building systems including plumbing, electrical, heating and air conditioning, fire alarm and fire prevention, door entry, security, and sprinkler systems.
- Makes some electrical and plumbing repairs (within the scope of his/her expertise).
- Completes carpentry and other building repairs (within the scope of his/her expertise).
- Responsible for providing training of volunteers on procedures for using Social Hall.
- When required, is available on call seven days a week, 24 hours a day for emergencies.
- Completes other assignments within the scope of this position as requested by the Business Manager.
- Monitors inventories and orders supplies as needed. Ensures needed supplies are available
- Maintains a sanitary and safe working environment on the Parish Campus.
- Oversees Church sound and video systems for proper operation including level settings and identifies when additional expertise is required to fix problems.
- Works with and coordinates Archdiocese Audits/Assessment and safety inspections of church property.
- Provides maintenance to the Parish Rectory as needed by the Pastor.

- Supervises the heating and air conditioning system preventative and normal maintenance including setback settings.
- Coordinates and supervises insect, rodent, and termite control services.
- Able to pick up parts or supplies from Home Depot or Ace Hardware Store as needed.
- Monitors the church retention basin for proper operation and arranges for annual defoliation of the retention basin area.
- Coordinates and supervises the landscape contractor on mowing and trimming of church grounds including the Rectory.
- Responsible for the setup of tables and chairs in the Social Hall for overflow Mass or other Church arranged functions. Provides general assistance as needed in setting up of chairs, tables, etc. in the facilities as requested. Assists in moving and hauling seasonal decorations and other miscellaneous items.
- Maintains an inventory of supplies for lighting, electrical repairs, cleaning, and other supplies, and orders supplies as needed.

NECESSARY QUALIFICATIONS:

- Construction or Maintenance experience desirable.
- Hands on experience in plumbing, electrical, HVAC, carpentry desirable.
- Must be able to understand and carry out oral and written instructions, as well as direct and manage contractors in an appropriate professional manner.
- Able to honor and maintain confidentiality.
- Able to provide own transportation for job-related responsibilities.
- On-call availability for emergencies.
- Ability to operate a variety of tools and power equipment
- Ability to work with others and/or independently
- Knowledge of standard practices, materials, tools, and terminology of building trades
- VIRTUS Training and successful completion of a Sterling Background Check.

WORKING CONDITIONS

- Ability to walk, stand, maintain balance, climb ladders, crouch, lift up to 100 pounds, bend, stoop, and reach above shoulder level
- Ability to withstand inside and outside environmental conditions

- Ability to deal with moderate levels of stress related to time constraints and hazards of the job
- Generally an 4-hour day; however, must be available in emergencies on a 24-hour basis
- Working conditions may at times include extreme heat and temperatures and physical hazards
- Occasional use of hazardous tools and machines. Work may be noisy, dirty, dusty, or greasy. Work can be physically strenuous; work may be stressful at times.

ADDITIONAL COMMENTS:

- The work week is generally 20 hours per week on a year-round basis; however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Archdiocese of Atlanta Employee Personnel Policies and procedures prescribed for all personnel.

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.) Based on the parish and conditions in the future, employee may not perform all of the duties listed in this job description or may be required to perform more duties.

EEO/AA Statement:

- The Archdiocese of Atlanta and all affiliated entities do not discriminate in employment on the basis of race, color, sex, sexual orientation, national origin, age, disability, military status or religion (except for certain positions which require applicants of the Catholic faith based upon bona fide occupational qualifications).