



## Maintenance Supervisor

### Position Description:

**Title: MAINTENANCE SUPERVISOR**

#### I. Identifying Information

Status             Full-time     Part-time  
                       10 month     12 month  
                       Exempt         Non-Exempt     Volunteer

(Position can be either Exempt or Non-Exempt)

Reports to: Pastor or Business Manager

#### II. PRIMARY FUNCTION OF THIS POSITION

- The Maintenance Supervisor oversees and supervises all aspects of maintenance in a safe and effective manner.

#### III. POSITION CONTENT

A. Instructs and monitors maintenance staff in general custodial tasks.

1. Trains and reviews employee performance.
2. Establishes daily work assignments.
3. Reviews and approves time sheets.
4. Supervises grounds maintenance.
5. Sets up facilities for parish events such as weddings, funerals, etc. as needed
6. Maintains clean and safe environment in work area.
7. Works with volunteers as directed.

B. Maintains communication with appropriate persons.

1. Communicates personnel policies to maintenance staff.
2. Maintains channels of communication with appropriate individuals.
3. Supervises outside contractors and verifies contractor's activities.
4. Informs Pastor/Business Manager of upcoming inspections. Accompanies all inspectors (fire, health, insurance, EPA, etc.) on inspections.
5. Works with parish facilities committee as directed.

C. Performs operations functions.

1. Maintains buildings and equipment in state of repair to provide continuous effective operations.
2. Performs routine repairs and obtains necessary certification if required.
3. Purchases supplies for maintenance as needed.
4. Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines.
5. Refers all supplier contracts to Pastor/Business Manager as directed.
6. Verifies receipt and condition of supplies.
7. Attends seminars as requested.
8. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.
9. Maintains cemetery if applicable.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND /OR ABILITIES (SKAs)

1. Must have necessary mechanical skills.
2. Must have good interpersonal communication skills.
3. Must have ability to organize and prioritize time.
4. Must have ability to perform outlined tasks.
5. Must have ability to supervise others.
6. Must have ability to maintain confidentiality.

B. EDUCATION, TRAINING AND /OR EXPERIENCE

1. Boiler certification desirable.
2. Three or more years supervisory experience in related field.
3. Previous maintenance experience.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

- Responsible for maintaining inventory at requested levels.
- Maintains expenses within budgetary guidelines.

## VI. PHYSICAL DEMANDS/WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs/ladders; balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate and is occasionally loud. While performing the duties of this job, the employee is exposed to weather conditions prevailing at the time.

## VII. WORKING SITUATIONS

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.