

## St. Margaret Mary Church – Job Description

Job Title: Head of Maintenance

Status: FLSA Exempt

### General Summary:

Supervises, coordinates and performs routine, preventive and emergency maintenance to facilities, equipment and grounds at St. Margaret Mary Parish. Performs tasks necessary to maintain the facilities and grounds in a safe, clean and presentable condition in order to provide a positive, comfortable learning and working environment for staff and students. Duties and responsibilities will be performed in accordance with parish policies and procedures.

### Primary Duties and Responsibilities:

1. Responsible for the operation and function of all systems of the physical plant to include assigning, coordinating and performing maintenance tasks to all facilities and grounds which include: electrical, HVAC, plumbing, carpentry, vehicle/grounds equipment repair, etc. The head of maintenance shall ensure that the duties of this department are properly completed by him or his designee.
2. Develop, write and distribute work requests for specific jobs for maintenance and custodial employees.
3. Inspects and insures that support systems are maintained according to established maintenance schedules indicated by manufacturer's specifications, departmental guidelines and good trade practices.
4. Responsible for ordering of maintenance supplies and parts.
5. Conducts employee training of equipment, etc. for the department and ensures proper use of equipment, etc.
6. Provide information and make recommendations to the pastor for planning improvement projects, equipment replacement, and annual maintenance.
7. Responds to emergency situations (such as severe weather conditions, power outages, fire alarms, security/safety issues, etc.) according to established procedures. Will respond to emergencies that occur during evening and/or weekend hours.
8. Schedules and coordinates maintenance support service to church, instructional, student, extra-curricular and community activities and will assist with setups when needed.
9. Provide support and assistance with coordination of projects to outside contractors.
10. Coordinates and removes snow from sidewalks, streets and parking lots. Will operate and perform the general maintenance on assigned snow removal equipment.
11. Responsible for the mowing of grass at the church and school property. Will operate and perform the general maintenance on assigned mowing equipment.
12. Responsible for general landscaping of church and school property, including but limited to, maintaining weeds and mulch levels.
13. Responsible for keeping the church parking lot clear of leaves, pine cones and needles and other debris.
14. Responsible for managing the computer generated HVAC management system and

immediately responding to issues identified by the system.

15. Responsible for the computer generated security system. This includes the issuing of electronic key cards, setting door schedules and making sure cameras are functional.
16. Creating a schedule so a department member is always available to assist when needed at the school and church.

#### Job Specifications:

1. Moderate knowledge of plumbing, grounds keeping, custodial, vehicle maintenance, and general knowledge of the methods, materials, tools and equipment used in the mechanical, electrical and building trades.
2. Relatively high level of analytical ability to read and interpret systems diagrams and schematic drawings, trouble shoot mechanical problems and understand technical manuals.
3. Ability and willingness to communicate effectively and interact with coworkers, subordinates and other members of the parish and school community. Must be able to communicate orally, in writing and electronically.
4. Work requiring above average stamina. Lifting and moving heavy materials and equipment 20-50 pounds with some lifting of very heavy materials. Ability to climb ladders to repair roofs, paint, electrical work, etc. Ability to use a variety of hand and power tools.
5. Knowledge to use necessary computer programs to complete the duties of Head of Maintenance.
6. Must be self-motivated.

#### Working Conditions:

1. Adverse working conditions include exposure to extremes in temperature and inclement weather, dirt and dust, unpleasant fumes and odors, and the requirement to often work in awkward or uncomfortable positions.
2. Exposure to hazardous chemicals, high voltage and electrical shock. Subject to hazards from climbing ladders, working on roofs, heavy lifting and operating power equipment and various types of machinery. May be required to clean up body fluids and dispose of contaminated or infectious medical supplies.

#### Reporting Relationships:

1. Reports to Pastor.
2. Works closely with School Principal, Cafeteria Manager and Business Manager.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In no way does this job description constitute a contract, implied or otherwise.