

TITLE: Facilities Maintenance Supervisor

LOCATION: Christ the King Church and School

FLSA: Exempt

POSITION SUMMARY:

Christ the King Church and School is seeking serious and qualified candidates for its open position of Facilities Maintenance Supervisor: a full-time, salaried position with benefits. In conjunction with the Pastor and the parish Buildings & Maintenance Committee, the Facilities Maintenance Supervisor is responsible for ensuring proper and preventative maintenance, function, safety, improvement, cleaning and aesthetics of the entire physical plant at Christ the King Church and School. Duties include: flooring and wall repairs; basic carpentry, mechanical, and plumbing skills; minor custodial and grounds keeping work; the supervision of any maintenance staff, third-party snow removal, lawn care, and cleaning services, and volunteers; overseeing of maintenance schedules and ordering of supplies; and obtaining bids for larger repair and improvement projects. Knowledge of and experience with HVAC and electrical systems is a high priority. Serious candidates should be diligent, observant, self-motivated workers; collaborative with others; and inspired by excellence and constant improvement. Interested parties should send their resumes and references by email to Fr. Cook at djcook@archomaha.org.

ACCOUNTABILITY: Pastor

STATUS: Full-time, salaried, with benefits

HOURS: Monday-Friday, with the additional ability to attend to emergencies outside of conventional hours and work days.

SALARY: Negotiable – dependent upon experience

DUTIES & RESPONSIBILITIES:

- **ADMINISTRATIVE RESPONSIBILITIES:**
 - Meets weekly with the Pastor.
 - Attends all parish staff meetings, Buildings & Maintenance Committee meetings, and in-service days.
 - After review by and consultation with the Buildings and Maintenance Committee, schedules and supervises all work performed by third-party professionals and vendors related to repair, maintenance, snow removal, lawn & sprinkler care, and cleaning.
 - Works with the Buildings & Maintenance Committee to inspect all facilities and grounds on a routine basis, making a log of any tasks to be completed.
 - Performs tasks associated with repair and maintenance of all buildings and grounds.
 - Schedules and supervises maintenance staff and volunteers regarding cleaning

and maintenance of all buildings and grounds.

- Develops and maintains a maintenance and cleaning schedule for the buildings and grounds that reflect daily, weekly, monthly, quarterly, and annual duties.
- Develops, manages and follows a facility work order system.
- Maintains, organizes and replaces supplies and equipment as needed.
- Maintains and develops an inventory of supplies and equipment.
- Works with the Buildings and Maintenance Committee, and architects, contractors, and administrative parish staff (Pastor, Business Manager, Receptionist, etc.) during construction projects.
- Provides support for the Parish when large events are scheduled (S.P.I.C.E., Parish Fall Festival, etc.).
- Watches parking lots for parking violations. All Church lots are restricted to visitors and staff members of Christ the King Church and School.

- **MAINTENANCE RESPONSIBILITIES:**

- Performs a variety of facility and equipment maintenance duties. May perform various routine maintenance and repairs including routine carpentry and plumbing duties based on skill level and experience.
- Helps with a variety of installation, repair and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance of wooden structures.
- Installation, repair and renovation of some equipment including electrical appliances, valves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, and HVAC systems.
- Coordinates and supervises our third-party snow removal vendors; also helps, if necessary, with some snow and ice removal from parking lots, ramps, and walkways.
- Coordinates and supervises our third-party lawn care and sprinkler companies; also helps, if necessary, in lawn and landscaping duties.
- Drywall repair and painting duties.
- Moving and transporting furniture and equipment.
- Prioritizes and completes maintenance requests in a timely manner.
- Is responsible for all equipment, machines, and tools used.
- Other duties may be assigned on a project basis, or as requested and needed.

REQUIREMENTS:

- A minimum of two years experience with a variety of maintenance tools, equipment, and procedures is preferred.
- An understanding of mechanical, electrical, plumbing, structural, and architectural systems with the ability to quickly analyze and repair or enlist the help of qualified professionals.
- Basic use of computers with the ability to utilize email and Microsoft Office products or similar applications.
- Must be able to move and load equipment and supplies that weigh 50 pounds or more. Must be able to work independently without direct supervision.