



2026-2027

POSITION: Maintenance Supervisor

REPORTS TO: Business Administrator

STATUS: Salary

WORK SCHEDULE: Full-time 40 hours per week – may be more at times depending on circumstances

POSITION SUMMARY:

Responsible for general maintenance/repairs of assigned facilities at all parish sites (i.e., school, rectory, churches, office building, Discipleship Center, and other external buildings), including basic electrical, plumbing, boiler/HVAC, construction, and green space. Depending on parish needs, this person will be responsible for some aspects of custodial work. This person will also supervise custodial employees. Travel between campuses will be required.

1) ESSENTIAL JOB REQUIREMENTS:

- a) Keep buildings and facilities up to code and in compliance (i.e., accreditation, fire department, insurance, fire extinguishers, electrical, plumbing, etc.) and maintain current documents per requirements. Prepares and participates in site visits regarding the above.
- b) Develops and maintains a preventative maintenance schedule for applicable equipment and machinery.
- c) Replenishes facility supplies where needed and maintains inventory of supplies
- d) Performs typical maintenance tasks to support the parish, including minor electrical, plumbing, ventilation, roofing, and carpentry while following preventative maintenance.
- e) Plans and operates within the projected budget for the parish (i.e., equipment replacement/upkeep, etc.). Recommend facility updates and obtain bids/proposals from vendors/contractors to keep facilities operating within budget.
- f) Identifies conditions needing major repair, e.g., heating and cooling systems, motors, and pumps, and works with the Business Admin./pastor and building and grounds committee to develop options and recommendations for repair/replacement.
- g) Maintains work areas and equipment clean, safe, and orderly.
- h) Able to respond as needed to request outside of everyday routine. On-call responsibilities in the event of a problem or emergency.

2) **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- a) Complete rounds/inspections of facilities as needed, diagnosing possible issues and documenting findings. (HVAC, Boilers, pumps, etc.).
- b) Perform light-duty maintenance and routine repairs (e.g., replacing ballasts, light bulbs, valves, filters, etc.).
- c) Respond to maintenance requests reported, take action to repair or address them, and close
- d) out requests by signing off.
- e) Perform scheduled monthly, quarterly, semi-annual, and annual tests and diagnostics of facilities and equipment and record findings.
- f) Provides set-up and support for activities at all facilities.
- g) Assists in obtaining quotes and verifying contractor activity as directed.
- h) Accompany all inspectors (fire, health, insurance, etc.) on their rounds; prepare for visits.
- i) Completes paper/computer work (e.g., work orders/order parts)
- j) Maintains building and equipment in a state of repair to provide continuous, effective operation.
- k) Purchases supplies/materials for maintenance as needed. Verifies receipt and condition of supplies/materials when delivered.
- l) Maintain/schedule all lawn care upkeep and perform snow removal and salt sidewalks, as needed.
- m) Maintain floors to good cleanliness and shine.
- n) Various other tasks assigned, which can vary by time of year.
- o) Participate in building and grounds committees at each parish, as required.
- p) Maintain Virtus training as required.

Skills and Qualifications:

- Maintain confidentiality in all matters.
- Communicate effectively with co-workers and volunteers.
- Self-starter
- Organized
- Team player philosophy
- Accountable for own actions
- Carpentry
- HVAC basic knowledge
- Basic electrical and – plumbing
- Mechanically inclined