

Maintenance Supervisor Job Description

Position Summary: The Maintenance Supervisor is responsible for the effective, efficient and safe maintenance and upkeep of parish/school campus buildings and grounds, including HVAC, mechanical, plumbing and electrical systems. Performs many maintenance functions, including preventive maintenance, safety and energy conservation audits. Reports to the Coordinator of Parish Operations and Pastor.

Type: Non-exempt

Employment: Full-Time

Duties and Responsibilities (to include but not limited to):

- 1.) Main point of contact for all maintenance issues and building projects. Monitor and update Maintenance Request Google sheet for issues identified.
- 2.) Develop and implement maintenance schedule for campus, maintaining an accurate and up-to-date maintenance record. Establish and implement "Best Maintenance Practices".
- 3.) Monitor and supervise the activities of all maintenance and outside contractors on site.
- 4.) Manage shift coverage of custodian and supervise custodian to most efficiently support daily maintenance needs.
- 5.) Schedule and coordinate lawn mowing and grounds maintenance for the campus. Perform maintenance of lawn mowing equipment or schedule performance of such maintenance.
- 6.) Coordinate with Coordinator of Parish Operations on maintenance and cleaning purchase requests. Work with vendors to obtain most favorable pricing for maintenance and repair projects. Order cleaning supplies for custodial staff and work with vendors to obtain the most favorable pricing.
- 7.) Coordinate with Coordinator of Parish Operations on budget preparation and obtain all estimates for work to be considered for the annual budget.
- 8.) Coordinate regulatory audit preparedness for fire, pest control chemical, weed control chemical, and all other audits.
- 9.) Provide phone response for maintenance and facility emergency issues, including fire alarm response. Must answer off-shift emergency breakdown calls. As needed, help diagnose causes of malfunctions, make necessary repairs and adjustments, repair or replace defective parts, and reassemble and adjust equipment to proper operating condition.
- 10.) Coordinate with vendors for pest control and weed control.
- 11.) Coordinate with snow removal company on annual basis.
- 12.) Develop and maintain policy and procedures manual relating to Building and Grounds.
- 13.) Coordinate with Coordinator of Parish Operations on facilities rentals. Prepare facilities for rental, inspect facilities after events and advise Coordinator of Parish Operations of returning or forfeiture of deposits on such rentals. Work on cleaning facilities after rentals.
- 14.) Acquire maintenance related certifications as needed.
- 15.) Attend Building and Grounds Commission Meetings.
- 16.) Includes janitorial duties as needed.

Position Requirements:

- 1.) Communication and Relationship skills.
- 2.) Supervisor experience and organizational skills.
- 3.) Basic computer skills-email, Google & Excel sheets, Word
- 4.) Self-motivated and self-starter.
- 5.) Knowledge and or experience with HVAC, electrical, mechanical and plumbing system