

## JOB DESCRIPTION

<b>Position Title:</b> Maintenance Coordinator	<b>Status:</b> Non Exempt
<b>Department:</b>	<b>Rank:</b>
<b>Supervisor's Title:</b> Pastor	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

This position is responsible for the maintenance of the buildings, grounds, equipment and vehicles for the parish and school.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Knowledge, Skills, & Abilities:**

**Knowledge**

- High School diploma or equivalent.
- Possesses skills and/or knowledge in a variety of maintenance areas – including HVAC, electrical, plumbing and general construction.
- Holds safety regulatory compliance as a priority.
- Must be 21 and have a valid driver's license if driving is part of job.

**Skills & Abilities**

- Comply with OSHA Safety and Health Rules.
- Excellent organizational, problem solving, trouble shooting and diagnostic skills.
- Carpentry skills a plus.
- Detail-oriented.
- Verbal and written skills.
- Mechanically inclined.
- Ability to use power tools.
- Manage time efficiently and adjust work schedule for as needs and situations arise.
- Able to work within a flexible schedule which may include evening and weekend work.

**Duties and Responsibilities:**

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
2. Performs typical maintenance tasks to support parish including minor electrical, plumbing, ventilation, roofing and carpentry while following preventative maintenance program.
3. Maintains the work areas and equipment in a clean and orderly condition and ensures compliance with federal, state and local facility regulations, licensing requirements, and environmental/hazard regulations.
4. Inspection of buildings, sites and equipment for needed repair/maintenance.
5. Identify conditions needing major repair and recommend corrective action necessary to the pastor.
6. Ensures safety of staff and visitors is maintained.
7. Maintain and repair all heating and cooling systems, including chillers, boilers, refrigeration units, air handling units, climate control, motors, and pumps. Contracts with vendors when necessary.
8. Reviews and makes recommendations on parish projects.
9. Mow grass, trim bushes, edging, water plant beds, prune trees and shred branches.
10. Paint the inside and outside of the buildings.
11. Performs or coordinates set-up and clean-up for special parish functions, including funeral visitations, funeral luncheons, and designated school and faith formation events.
12. Communicates with staff and parish leadership committees regarding schedules and progress of maintenance projects.
13. Serves as primary contact for the planning, coordinating and securing of, materials for maintenance and grounds keeping work performed by volunteers from the parish and school.
14. Serves as primary contact and coordinates maintenance and grounds keeping projects performed by external vendors.
15. Ensure that all external contractors perform their work consistent with industry standards for facility and personnel safety.
16. Manages maintenance work and projects within budgetary needs of parish.
17. Coordinates and participates in inspection of parish complex with public safety officials, insurance inspectors and adjustors and others as needed.
18. Participates in staff and parish committee meetings as requested.
19. Any other duties assigned.

**ADA**

**Physical/Visual/Mental Demands:**

Position requires ability to lift at least 50 pounds, use chemical and cleaning solutions, to understand and follow verbal and written instructions, stand for most of working hours, some bending and crawling, using a ladder, and use of maintenance equipment. Regularly exposed to dust, odors, oil, fumes and noise.

**Typical Working Conditions:**

Position requires an individual to work outside in all types of elements as well as inside. Typical hours will vary with location. Position may require working or being on call Saturdays and Sundays at the discretion of the supervisor as needed. Snow removal will be required outside typical working hours.

**Nature of Supervision Received:**

Position requires the ability to work independently, to accomplish specific tasks assigned and meet various deadlines.

**Judgment Exercised/Decisions Made:**

Decisions are generally routine in nature with some deviations. Recommends procedural improvements for performing duties in most efficient and effective manner. Reports any and all unsafe conditions found to Supervisor.

**Financial Responsibility:**

None

**Supervision Exercised/Number of Employees Supervised:**

Coordinate work and assist with evaluation of performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_