

JOB DESCRIPTION

Building & Grounds Supervisor

FLSA STATUS: Exempt

NATURE OF POSITION

Responsible for supervision of cleaning, maintaining, inspecting and reporting on the condition of all parish buildings and grounds through the implementation of a preventive maintenance program

REPORTING FUNCTION

Reports directly to the pastor or his designate.

JOB DESCRIPTION

Duties may include any or all of the following:

- Supervise and assist custodial/contract cleaning services in their performance of basic janitorial functions such as vacuuming, dusting, polishing furniture, mopping and sweeping floors, washing windows, maintaining bathroom facilities, emptying trash, etc.
- Routinely inspect the church and auxiliary buildings on a semi- annual cycle using a preventative maintenance work order system. Submit detailed reports and recommended corrective action to the pastor or designate.
- Plan and schedule a list of cleaning, repairs. and capital improvements while maintaining a timely response to unscheduled repairs.
- Spearhead projects utilizing your electrical, carpentry, plumbing, and painting skills.
- Submit competitive quotes for prior approval when third party assistance is sought.
- Schedule and accompany vendors to setup work area as needed. Obtain required clearances when their activities take place during school hours.
- Initiate and submit requests for the purchase of materials and supplies needed for repairs and maintenance.
- Submit a list and costs of inventory levels of consumables, spare parts, and recurring repairs together with estimated labor costs for the annual budget process.
- Research the cost and payback of practical improvement projects for the annual capital budget.
- Supervise, schedule, keep time and attendance records, and conduct performance reviews of custodial staff.
- Other related tasks as assigned.

POSITION ANALYSIS

Position requires a versatile, trade-skilled individual. The position is responsible for the cleaning and maintenance of our West Areba and Sand Hill facilities. The position requires the physical ability to lift 50 lbs., stretching, bending, climbing ladders & stairs; operating power tools, sanitation, and landscape equipment. Responsibilities include custodial supervision & vendor/ contracted services coordination. Good working knowledge of electrical, plumbing, painting, carpentry, HVAC, and preventive maintenance is necessary. The position requires trouble-shooting ability and quick response to problems and emergency situations. Also required are organizational skills, adaptability, flexibility, dependability, the ability to take instructions, and to work without supervision. Absolute trustworthiness and the willingness to maintain confidentiality are essential. Background check/ youth protection clearances and a valid driver's license are required.

EDUCATION & EXPERIENCE

High school degree/Trade school degree/ certifications with 3 years of experience including supervision. Will consider mature skilled candidates seeking a flexible work schedule.