



Maintenance Manager

REPORTS TO: Director of Operations
SUPERVISES: Parish volunteers as needed

POSITION: Part-time, non-exempt, up to 29.5 hours/week

SUMMARY: Sts. Peter & Paul's **maintenance manager** ensures our parish campus is well-maintained and functioning properly to allow Sts. Peter & Paul Parish and School carry out the ministries and programs for those we serve. This position oversees maintenance tasks in support of quality standards encompassing a variety of skills of different trades, including, but not limited to carpentry, painting, plumbing, basic electronics and electrical and mechanical work. The maintenance manager is a valued member of Sts. Peter & Paul staff and plays a vital role in the upkeep, maintenance and repair of buildings and equipment.

QUALIFICATIONS:

The applicant should possess any combination of education, training and experience that provides the required knowledge, skills and abilities necessary to perform the function of the job including:

1. Basic knowledge of skilled trade activities in carpentry, masonry, painting, plumbing, electrical and mechanical work
2. Basic mechanical aptitude for operation and repair of facilities equipment
3. Skill in the use of a variety of skilled trade tools (including hand and electrical)
4. Ability to work in tight and awkward spaces on occasion
5. Ability to routinely lift 50lbs
6. Ability to climb ladders
7. Experience with Microsoft Word and Excel and/ or the Google docs
8. Strong interpersonal skills
9. High school diploma/GED
10. Valid driver's license

ESSENTIAL JOB FUNCTIONS:

1. Serve as point of contact for facilities and maintenance issues
2. Perform daily checks of the buildings and grounds
3. In conjunction with the director of operations, oversee maintenance and upkeep of parish buildings and grounds
4. Create and manage a preventative maintenance schedule for parish buildings
5. Inspect and report on building damage or malfunctioning equipment and make necessary adjustments and/or repairs in coordination with the director of operations

6. Oversee parish building HVAC schedules, ensuring settings are adjusted for events and seasonal temperature changes
7. Ensure parish HVAC systems are well maintained
8. Ensure school building boiler is well maintained
9. Work closely with the director of operations to coordinate large projects/outside vendors
10. Assist in the collection and evaluation of bid proposals for Sts. Peter & Paul maintenance projects
11. Coordinate and train parish event stewards as needed
12. Serve as point of contact for building inspectors and annual reviews of parish buildings and/or equipment, including but limited to boiler, elevator and fire extinguisher inspections
13. Serve as point of contact for regular pest control services
14. Perform monthly playground inspection
15. Serve as an on call contact in case of emergencies and facility questions
16. Coordinate snow/ ice removal from parish sidewalks, entrances and parking lots, including volunteers, supplies, and communication
17. Perform various custodial duties as needed
18. Clean cafeteria kitchen filters and grease traps following the cafeteria staff schedule
19. Assist with moving deliveries and/or church supplies from building to building
20. Ensure hazardous equipment and materials are properly stored
21. Place janitorial supply orders
22. Maintain inventory and proper storage of on-site tools and supplies
23. Maintain service/maintenance records, schedules, warranties, etc.
24. Identify potential issues and opportunities for improvement
25. Use basic computer programs to send emails, collect bids and perform maintenance tasks.
26. Serve as the staff liaison to the parish maintenance committee
27. Other job functions as assigned

CONTINUING EDUCATION

The maintenance manager shall continue his/her education through attendance at appropriate seminars and courses.

TO LEARN MORE OR TO APPLY:

Interested candidates should contact Amie Hulfachor at ahulfachor@evdio.org.