

PERSONNEL POLICY GUIDELINES FOR PARISHES
Maintenance Job Description
St. Francis de Sales Parish

I. IDENTIFYING INFORMATION

Position Title: Lead Facility Maintenance
Status: Part-time, non-exempt 25-30 hours per week
Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

Lead Facility Maintenance position oversees and manages all aspects of the St. Francis de Sales School and Parish facility. This position plays a key leadership role in both day-to-day operations and long-term planning.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Performs maintenance tasks including:

- Oversee the maintenance, repair, and operations of all school and the parish buildings, grounds, systems (HVAC, electrical, plumbing), and equipment.
- Assures the timely solicitation and review of bids and quotes and the negotiation of contracts.
- Assures the establishment and proper monitoring of preventative maintenance programs of parish properties, including repairs, upkeep, and contracts for maintenance (HVAC, custodial, pest control, grounds maintenance, snow removal, etc.).
- Responsible and execute preventative maintenance programs to minimize downtime and extend the lifespan of facilities and assets, including owning and managing the software required to oversee this program.
- Respond promptly to facility-related emergencies, coordinating necessary repairs and ensuring minimal disruption to school operations.
- Ensure compliance with all safety codes, regulations, and school policies.
- Responds to all emergencies related to facilities and security.
- Work special projects for the school and the parish
- May perform other tasks as directed

2. Season duties:

- Parking lot & rectory driveway snow removal-communicate with snow removal contractor to ensure job is done up to standards. Report on unresolved items to Business Manager
- Walkway snow removal & salting (Church grounds & Rectory (winter))
- Prepare classrooms for school year
Wax floors in classrooms & downstairs hallway before Labor Day
- Some maintenance projects may be required at the Rectory.

3. Schedule Maintenance:

- Check all fire extinguishers (January, April, July, October) for the Parish & School
- Inspect/Change/Clean furnace filters (including at Rectory) (March, June, September & December or as needed more frequently upon inspection)
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4. Other Maintenance:

- Minor plastering, masonry, carpentry, electrical repair

- Replacing light bulbs and fuses as needed
- Plumbing repair and leaning drains, restrooms, and cafeteria
- Regularly inspect facilities & grounds to monitor maintenance issues
 - 1-Weekly check sump pumps outside and the basement during the periods of heavy rain
 - 2- Weekly check all seldom used rooms/spaces for signs of leak or other maintenance issues
 - 3- Visually inspect roofs, crawls spaces, cabinets & ceilings for sings of critter or bugs regularly
- May perform maintenance at other properties owned by the Parish (Mercy Center)

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Relevant training/experience on equipment necessary for job or ability to learn how to operate equipment necessary for job
- Ability to lift and move heavy objects
- Ability to work on ladder up to one story
- Must be able to read & follow safety instructions for chemicals & equipment operation
- Exposure to outdoors (heat, cold, weather elements)
- Valid driver's license

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Boiler certification desirable
- Three or more years supervisory experience in related field
- Previous maintenance experience
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V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required
- On call availability may be required
- Exposure to climate changes, uncomfortable temperatures and fumes
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Employees of _____ Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of _____ Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date