

# PERSONNEL POLICY GUIDELINES FOR PARISHES

## JOB DESCRIPTION-MAINTENANCE SUPERVISOR

### I. IDENTIFYING INFORMATION

**Position Title:** MAINTENANCE SUPERVISOR  
**Status:** Full time, Exempt, 12 months  
**Reports to:** Director of Finance

### II. PRIMARY FUNCTION OF THIS POSITION

The Maintenance Supervisor oversees and supervises all aspects of maintenance for Our Lady of Light Family, including the maintenance and janitorial staff, in a safe and effective manner.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Instructs and monitors maintenance staff in general custodial tasks
  - Trains and reviews employee performance
  - Establishes daily work assignments
  - Reviews and approves time sheets
  - Supervises grounds maintenance
  - Oversees the setup of facilities for parish events such as school functions, sporting events, fish Frys, funerals, picnics, etc.
  - Maintains clean and safe environment in work area
  - Works with volunteers as directed.
2. Responsible for communication with appropriate persons
  - Communicates parish personnel policies to maintenance staff
  - Maintains channels of communication with Business Manager and Principal on an "as needed" basis
  - Verifies contractor activity and notifies vendors as needed for repairs.
  - Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds
  - Works with parish facilities committee as directed.
  - Oversees maintenance and construction contracts and bid processes as directed.
3. Performs as an operations technician
  - Maintains buildings and equipment in state of repair as to provide continuous effective operations
  - Performs routine repairs and obtains necessary certification if required
4. Purchases supplies for maintenance as needed
  - Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines

- Refers all supplier contracts to Business Manager as directed
  - Verifies receipt and condition of supplies
  - Attends seminars as directed.
5. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have necessary mechanical skills
- Must have good interpersonal communication skills
- Must have ability to organize and prioritize time
- Must have ability to perform outlined tasks
- Must have ability to supervise others
- Must have ability to maintain confidentiality

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Boiler certification desirable
- Three or more years supervisory experience in related field
- Previous maintenance experience

#### **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

Responsible for maintaining inventory at requested levels

#### **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 The Our Lady of Light Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and adhere to the policies of The OLL Parish family. 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.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**