

**St. Thomas More Church**  
**Maintenance Supervisor**  
**Job Description**

**Purpose** The Maintenance Supervisor oversees and supervises all aspects of maintenance, including the staff, in a safe and effective manner.

**General Duties and Responsibilities**

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.
  - Sets up facilities for parish events such as weddings, funerals, festivals, etc.
  - Maintains clean and safe environment in work area.
  - Works with volunteers as directed by Business Manager.
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.
  - Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds.
  - Works with parish facilities committee as directed by Business Manager.
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 requested by Business Manager or parish.
5. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.

### **Skills, Knowledge, and/or Abilities (SKA)**

- 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.
- Evening and weekend work will be required as needed.
- 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.

### **Education, Training, and/or Experience**

- Three or more year's supervisory experience in related field.
- Previous maintenance experience.
- Boiler certification desirable.

**Job Title:** Maintenance Supervisor

**Reports to:** Business Manager

**Location:** St. Thomas More Church

**Classification:** Full Time, Non-Exempt, (40 hrs/wk) with on call as needed.