

# St. John the Baptist

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## *Position Description*

Title:	Director of Maintenance
Reports to:	Parish Business Administrator
Direct Reports:	All maintenance staff
Provides work direction to:	Maintenance staff
Receives work direction from:	Church & school staff as necessary or appropriate
FLSA:	Exempt, executive
Hours:	Full-time, 40+ hours per week
Schedule:	Primarily daytime, Monday – Friday, but will vary based on parish or school needs; evening and weekend time will be necessary.
Benefits eligible:	Yes
Last revision:	September 2017

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**Job Purpose:** To maintain the safe and efficient operation of the facilities at St. John the Baptist, which include the church & school buildings, the rectory and parking lots and grounds. Specifically, this includes the heating and cooling equipment, the security of the buildings, and all equipment used by maintenance staff. This position is responsible for the cleanliness and orderliness of all parish-owned buildings and property, with the exception of the cemetery. This position supervises all maintenance staff.

**Statement on Working for the Catholic Church:** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is preferred that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

## **Representative Responsibilities**

**\*TO BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

**\*ORGANIZE, PREPARE AND MAINTAIN FILES AND INFORMATION.** Gather information from fax, email and other sources, ensure all information has been received, follow

up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

\*PARTICIPATE IN STAFF MEETINGS.

\*MAINTAIN AND IMPROVE WORK KNOWLEDGE AND SKILLS such as understanding requirements and work procedures, purpose of work completed, computer use and general building and grounds management.

\*MEET ALL COMMUNICATION REQUIREMENTS including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

\*HELP CREATE A PRODUCTIVE ENVIRONMENT where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

\*MAINTAIN APPROPRIATE LEVELS OF CONFIDENTIALITY OF ALL WORK DATA.

\*OPERATE AND MONITOR HEATING AND COOLING SYSTEM in a safe and efficient manner.

\*MONITOR INVENTORY OF MAINTENANCE SUPPLIES. Order as necessary. Assist as needed with kitchen or other supplies.

\*MAINTAIN PRODUCTIVE RELATIONSHIPS WITH OUTSIDE VENDORS. This includes plowing and other service and supply providers.

\*COMMUNICATE REGULARLY WITH MAINTENANCE STAFF. Keep staff informed of expectations and physical plant needs. Develop daily, weekly and monthly schedules and monitor quality of work. Train maintenance staff as necessary in safe and efficient operation of equipment and completion of duties. Address concerns as necessary in consultation with parish business administrator and/or school principal.

\*COORDINATE ROOM & EQUIPMENT SET UP for all church and school functions.

\*KEEP GROUNDS MAINTAINED. This includes regular mowing of grass, trimming of weeds, and pruning of trees. It also includes snow removal as necessary for safety and use of employees, parishioners, school families, students and visitors. Adjust schedule for this position and other maintenance positions as needed to provide for snow removal during special liturgical or school events.

\*MONITOR BUILDING SECURITY SYSTEM, coordinating with Facilities Coordinator. Track and monitor the assignment of keys.

\*MAINTAIN CHURCH EQUIPMENT, including elevators, as needed. Develop and maintain preventive maintenance schedule for all mechanical equipment. Work with outside vendors as needed for major repairs.

\*PERFORM MINOR REPAIR as needed to plumbing, electrical, and other building systems. Contact outside vendor as needed for major repair.

\*PERFORM CLEANING AND OTHER CUSTODIAL DUTIES as needed or appropriate.

\*REPLACE LIGHT BULBS AND BALLASTS as needed.

\*COORDINATE COMMUNITY SERVICE WORKERS as needed or as appropriate.

\*SERVE AS STAFF REPRESENTATIVE to the Administrative Services Commission. Develop an agenda and work with the commission chair to ensure that the monthly commission meetings are successful. The director will also play a key role in recruiting new members to the commission.

\*BUDGET. Assist the Parish Business Administrator in developing the annual department budget for maintenance operations.

\*SUPPLIES. Coordinate the purchasing of all supplies relating to maintenance operations.

OTHER RESPONSIBILITIES: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

*The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk (\*) are essential job functions.*

## ***Qualifications & Requirements of Position***

Date: September 2017

Title: Director of Maintenance

High school diploma or equivalent

Level 1-C boiler license required, or in process of obtaining

Experience working in a similar environment

Demonstrated skills and interest in this type of work

High level of organization

Strong communication skills

Email/internet literacy

Ability to follow all guidelines of the St. John the Baptist Personnel Policy Handbook

Mental Demands

- Demonstrated ability to work well with others
- Confidentiality, integrity, honesty
- Ability to work under pressure and with constant interruptions
- Math and statistical skills, especially as related to understanding requirements, operating equipment, and preparing reports
- Coordinate and implement multiple concurrent tasks
- Ability to plan, organize and meet deadlines
- Ability to be pleasant and service-oriented even when exposed to negative influences
- Keep supervisor and others informed
- Maintaining a positive and helpful attitude at all times, even during difficult times

Physical Demands

- Work 40 or more hours per week
- Lift and move using proper techniques up to 40 pounds
- Efficiently and safely use wide variety of maintenance equipment such as bobcat, lawn mower, weed whip, snow blower, etc.
- Ability to safely climb stairs and ladders

**Employee:** I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

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Signature

Date

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

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Signature

Date