

**Queen of the Miraculous Medal Parish
Maintenance Supervisor Position Description**

Position Title: Maintenance Supervisor
Department: Maintenance
Reports To: Pastor or his delegate

Summary: Perform a variety of skilled maintenance and repair tasks involving buildings, facilities, heating and refrigeration equipment; perform plumbing, electrical, carpentry and other maintenance and repair work; have knowledge of cleaning and maintaining buildings and grounds. In addition, work with and supervise the maintenance and custodial staff as well as independent contractors.

Work with each department head to prioritize and complete his/her maintenance needs in a timely manner.

Essential Duties and Responsibilities: Work is performed under the general supervision of the Pastoral Staff. The duties of this position include, but are not limited to, the following:

1. Perform semi-skilled maintenance and repair tasks:
 - a. Perform various carpentry, plumbing, electrical and other repair activities
 - b. Install plumbing and electrical fixtures
 - c. Repair and replace electrical switches, sockets, light fixtures and wiring; replace heating and refrigeration parts, broken windows and shades, defective pipes and other worn out or defective items
 - d. Repair desks, podiums, and doors
 - e. Grease and oil machinery
 - f. Repair and replace window screens
 - g. Repair and replace toilets, lavatories, faucets, tubs and other plumbing fixtures.
 - h. Operate a power saw, power mower and floor sander, drill and other tools and equipment
 - i. Operate a truck and other vehicles. Maintain a mileage log in parish truck.
 - j. Repair and maintain mechanical equipment as required
 - k. Ensure the removal of snow and ice from all building entrances, sidewalks, and parking lots

2. Work with and supervise custodial staff in cleaning and maintaining all Queen of the Miraculous Medal buildings and grounds:
 - a. Clean floors, carpets, walls, windows, furniture, equipment, bathrooms and all cleaning tasks assigned
 - b. Make minor repairs to equipment such as adjusting flush valves in toilets, replacing light bulbs, minor electrical maintenance and repairs on custodial equipment, and tightening screws and bolts as needed
 - c. Keep sidewalks, driveways, parking lots, and play areas neat and clean
 - d. Coordinate locking and unlocking of doors for regular business and special events

3. Compile a Maintenance Schedule book and ensure all tasks are completed in a timely manner.
4. Inspect facilities and equipment in collaboration with buildings and grounds committee to determine needs and repairs.
5. Complete and maintain reports as required by city, state and diocesan authorities for building and equipment maintenance and repair, including inventory usage data.
6. Maintain inventory of supplies and equipment on hand, and request such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her duties.
7. Obtain pastor's approval for any purchase over \$200 before the purchase is made. All requests are to be in writing. When doing large projects, three bids are required. Maintenance Supervisor is responsible for compiling and distributing bid sheets.
8. Approve all maintenance department invoices. Turn in all receipts for purchases in a timely manner. Receipts should be signed by the purchaser.
9. Document any disciplinary actions taken and submit for employee's personnel file.
10. Assist with building access and accommodations:
 - a. Maintain building and grounds security and the setting of security alarms
 - b. Assist visiting public utilizing the facilities with directions and in obtaining and setting up needed equipment and materials
 - c. Move furniture or equipment as required for various activities and as directed
 - d. Maintain accessibility of fire exits
11. May help to load and unload materials.
12. With another staff member, retrieve the offertory collection from the church safe each Monday and bring it to the parish office by 8:00 a.m., never being alone with the offertory bags.
13. Run errands as requested.
14. Perform other duties as assigned.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Education and/or Experience: High school diploma or general education degree (GED) and two years of maintenance, custodial, and supervisory experience

Certificates, Licenses, Registrations: Valid Michigan driver's license