

**Holy Spirit Catholic Church
Job Description**

Position: Facility & Grounds Maintenance

Status: Full Time Part Time
 Exempt Non-Exempt Volunteer

Reports to: Pastor

Primary Function:

This position is responsible for the buildings and grounds located at 4754 Smallhouse Road, including the rectory, SVDP barn, church, offices and classrooms, as well as the rental house located at 4486 Smallhouse Rd. This person oversees all facility properties and must be able to diagnose minor as well as major maintenance issues, develop a plan of action, and complete the repair or maintenance within his/her ability. Should the condition require outside assistance, this person will take appropriate action to obtain specialized assistance within the guidelines established by the Building & Grounds Committee, and as approved by the Pastor. He/she is a person of strong faith, knowledgeable in Church teachings and committed to its mission.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- High School diploma or equivalent or higher.
- Minimum 2 years hands-on facility maintenance experience.
- Computer competent (e.g., Microsoft Office Suite of Outlook, Word, Excel, & Publisher).
- Possess effective planning, management, relationship, and communication skills.
- Possess strong organizational and leadership skills.
- Ability to understand and work within allotted budgetary limits, seeking approval for any needs that fall outside of budgetary constraints.
- Flexibility and availability to work evening and weekend hours when necessary.
- The ability to successfully complete a criminal history and background check.
- General knowledge of HVAC, electrical, plumbing, facility maintenance systems necessary.

Primary Duties and Responsibilities include, but are not limited, to the following:

Building Maintenance:

- Resolve any building maintenance issues that arise in any structure located at 4754 Smallhouse Rd, including the rectory, SVDP barn, Spirit 1 (office/classroom), Spirit 2 (church), and Rental House located at 4486 Smallhouse Road.
- Develop and maintain a PM (preventative maintenance) schedule, for all areas which require time-sensitive maintenance (i.e., daily, weekly, monthly, etc.), such as HVAC, lighting, floors, doors, etc.; completing the required maintenance or working with outside contractors to ensure completion, and recording the results as necessary.

- Create and maintain a PM schedule that ensures all fire safety equipment located in Spirit 1 (offices/classrooms), Spirit 2 (church), SVDP barn, rectory, and rental house is inspected, tested and/or cleaned at mandated intervals ; completing the required maintenance or working with outside contractors to ensure completion, and recording the results as necessary.
- Communicate quarterly (at a minimum) with both the Building Maintenance and Grounds Committees, informing members of current issues, and/or updates on progress regarding past issues. Continually seek out parishioners (both current and new) with maintenance/grounds knowledge and backgrounds for these committees.
- Keep an updated and easily accessible file of current inspections.
- Maintain baptismal font and associated pump room and plumbing.
- Work with extermination contractor to determine areas of building and property with insect issues, and to ensure annual spraying is completed.
- Be responsible for the maintenance and repair (working with external vendors/volunteers) of the church-owned vehicles (2 small buses, truck, and lawnmower).
- Be responsible for ensuring each room of the campus is clean and orderly and ready for use each morning.
- Be responsible for routine painting as required or requested.
- Be responsible for setting up/taking down chairs, tables, and opening/closing walls for various groups, when necessary (this does not apply to ALL groups and every event – most groups are responsible for their own setup!)
- Ensure Parish Hall Kitchen, grease traps and restrooms are in the proper conditions necessary to pass all State Health Dept. inspections.
- Be willing to learn HVAC, and Pinnacle door scheduling, to provide HS staff with a backup option, when necessary.
- Attendance at weekly staff meetings and all Building & Grounds meetings is required.

Grounds Maintenance:

- Oversee the lawn care and maintenance of the grounds at 4754 Smallhouse Rd, working with outside contractors and/or the Grounds Committee as needed. This includes ensuring the mowing of all areas, annual mulching of all areas (including the playground), seeding/spraying where needed, and bush hogging of outlying fields when necessary.
- Be responsible for overseeing the removal of snow/ice for all the entrances of Spirit 1 and Spirit 2 buildings; as well as coordinating plowing of the parking areas when needed.
- Be responsible for weekly dumpster pickup, trash collection and pickup for church events, and maintaining the dumpster area.
- Co-ordinate with SJS sports teams, when necessary, to ensure events run smoothly, and do not interfere with either church events and/or the privacy of our renters.
- Assist the Business Director and garden volunteers with ensuring garden plot areas are free of trash, plowed and properly maintained throughout the growing season.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 30 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date