

Saint Malachy Church and School

Maintenance Supervisor

Job Description

Position Title: Maintenance Supervisor

Reports to: Administrative Assistant/School Principal

Job Classification: Full Time with benefits (health insurance, 401K, and paid leave)

Salary: (\$35,000-\$40,000)

Hours: 7:00AM-4:00PM Mon-Fri (with 1 hour lunch)

Purpose/Vision: The Maintenance Supervisor is responsible for the cleaning and maintenance of the church, school, and rectory. The Maintenance Supervisor will work with a team of part-time staff to provide a clean, safe, comfortable, and attractive environment for worship and learning.

Qualifications:

- Proven experience as Maintenance Supervisor or similar role
- Familiar with building systems
- Knowledge of health and safety practices and regulations
- Proficient in current technology and software
- Planning, organizing, collaborative, delegation, and communication skills
- Lift 50 pounds and climb an 8 foot ladder
- Successful background check through the State Police and Department of Children and Family Services
- Successful completion of Diocesan Safe Environment Training

Essential Functions:

- Recruit, supervise and train part-time custodians
- Prepare weekly/monthly/annual maintenance and cleaning schedules
- Knowledge of custodial supplies and cleaning methods and techniques
- Work as a team member to clean the facility
- Perform duties for the school as directed by the school principal
- Work with professional tradesmen during installations, repairs, or maintenance

- Inspect and maintain building systems , (heating, cooling, and ventilations, fire alarms, and fire extinguishers).
- Inspect facilities to determine problems and necessary maintenance
- Coordinate and set up for events in the Hall and other rooms in building
- Order and receive supplies for church and school
- Be responsible for emergency situations after hours
- Perform minor repairs throughout the facility