

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:**

**POSITION:** Maintenance Supervisor

**CATEGORY:** Non-Exempt

**FULL TIME**

**REPORTS TO:** Pastor

**Job Summary:** The Maintenance Supervisor oversees and supervises all aspects of maintenance in a safe and effective manner.

### **Essential Functions:**

#### **A. Major Position Responsibilities and Regular Activities**

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, etc.
  - Maintains clean and safe environment in work area.
  - Works with volunteers as directed.
  
2. Maintains communication with appropriate persons.
  - Communicates parish personnel policies to maintenance staff.
  - Maintains channels of communication with Pastor and Principal.
  - Verifies contractor activity.
  - Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds.
  - Works with parish facilities committee as directed by Pastor.
  
3. Performs as an operations technician.
  - Maintains buildings and equipment to provide effective operations.
  - Performs routine repairs and obtains necessary certification if required.
  - Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.
  
4. Purchases supplies for maintenance as needed.
  - Maintains a cost-effective inventory of supplies within budgetary guidelines.
  - Refers all supplier contracts to Pastor as directed.
  - Verifies receipt and condition of supplies.
  - Attends seminars as requested by Pastor.

**B. Working Environment**

Evening and weekend work will be required. Exposure to climate change, uncomfortable temperatures and fumes; work with machinery and equipment requiring considerable caution; and some lifting and standing.

**MINIMUM QUALIFICATIONS:**

**Education:** Boiler certification desirable.

**Experience:** Three or more years supervisory experience in related field. Previous maintenance experience.

**Skills / Knowledge:** Must have necessary mechanical skills. Must have good interpersonal communication skills. Must have ability to organize and prioritize time. Must have ability to supervise others. Must have ability to maintain confidentiality.

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**Employee's Signature**  
**Date**

**Date**

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**Supervisor's**

**Signature**