

## JOB DESCRIPTION

POSITION NAME: Maintenance/Custodial Lead	PARISH: St. Cecilia
REPORTS TO: Principal & Business Manager	EFFECTIVE DATE: 01/24/19
CLASSIFICATION: Non-Exempt	APPROVED:

### GENERAL STATEMENT OF DUTIES:

Maintains the buildings and property of the Parish, ensuring that all facilities are in working order. Works with the Principal and Business Manager to set up and implement both short- and long-term (five-year) maintenance plans for the site. Handles janitorial responsibilities and other upkeep as needed. Provides budget estimates for supplies, materials and equipment as needed.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Responsible for the maintenance of all building systems and structures.
  - a) Maintains and operates all mechanical systems, (including plumbing and electrical) and general repair work.
  - b) Maintains furnaces.
  - c) Operates and maintains cooling systems.
  - d) Maintains fire alarm and sprinkler systems.
2. Supervises Maintenance Worker.
  - a) Trains and reviews employee work performance.
  - b) Establishes and communicates daily work assignments.
  - c) Reviews and approves time sheets.
  - d) Instructs maintenance staff in general custodial duties.
3. Perform daily custodial duties as described by schedule and or need.
4. Works with volunteers on special projects (painting, decorating for liturgical season).
5. Maintains parish and school grounds.
  - a) Provides for mowing of grass, trimming, pruning and removal of clippings and other debris.
  - b) Services all power equipment.
6. Evaluates methods and procedures used in performing maintenance and custodial duties and revises them as necessary.
7. Maintains a cost-effective inventory of expendable supplies for church and school.
8. Assures the maintenance of all plant systems and equipment by conducting periodic maintenance checks and notifies principal/business manager when current systems need to be replaced or require major maintenance.
9. Coordinates the parish's asbestos management plan within Archdiocesan guidelines.

10. Schedules and oversees seasonal maintenance needs.
11. Ensures that parish facility is properly set up for social events taking place on parish premises.
12. Develops and monitors the parish's energy management program.
13. Prepares information for capital projects.
14. Serves as a member of the Parish Safety Committee.
15. Performs other work-related duties as requested.

**JOB SCOPE:** Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in performances.

**COMMUNICATION/CLIENT CONTACT:** Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at a supervisors request, and may contain confidential/sensitive matters.

**SPECIFIC JOB SKILLS:** Excellent organizational and communications skill. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary.

**EDUCATION AND/OR EXPERIENCE:** Five years experience in custodial, building, and grounds maintenance. Considerable knowledge of plumbing and electrical systems in a public facility as well as heating and boiler systems. Proficient in use and care of custodial equipment and supplies. Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

**JOB CONDITION:** Work is performed both indoors and outdoors, under continual, tight deadlines. Work may be performed in a parish/office setting.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** Maintenance workers, contractors, or other maintenance employees is sometimes required.

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Employee Signature

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Supervisor Signature