

Maintenance Coordinator

Job Description

Blessed Sacrament Parish of Midland Michigan

Name:

Date:

Job Title: Maintenance Coordinator

Supervisor: Business Manager

Employment Status: Full-Time 1, Hourly, Non-Exempt

I. GENERAL DESCRIPTION

Maintenance Coordinator shares the responsibility for janitorial services, cleaning, maintenance, room set ups and upkeep for parish facilities (buildings and equipment) and grounds. Can include weekend and evening hours.

II. RESPONSIBILITIES INCLUDE BUT NOT ARE LIMITED TO:

- Routine cleaning and maintenance of the parish worship space, offices, multi-purpose rooms, parish hall and kitchen, classrooms, and meeting rooms.
- Set up for parish events and functions when scheduled or requested.
- Minor maintenance and repair work, including but not limited to:
 - a. Repairs and adjustments to doors, windows, tables, chairs, sinks, toilets and similar equipment and furnishings
 - b. Caulking and painting as needed
- Facilitates upkeep of parish mechanical systems, ensuring that systems are in compliance with state and local standards, point of contact with inspectors and contractors
- Maintain maintenance supplies stock (cleaning materials, lights bulbs, garbage bags, etc.).
- Keep parish parking lots and sidewalks free of ice and snow. Ensure snow removal and salting of sidewalks and entry ways.
- Attends Parish staff team meetings and prayer days

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- The Maintenance Coordinator is directly supervised by the Business Manager.
- The Maintenance Coordinator works collaboratively along with the entire parish staff team ministering to meet the needs of the parish.
- The Maintenance Coordinator listens to and communicates respectfully with any and all parishioners, demonstrating respect for God's dwelling and God's people at all times.

IV. WORKING CONDITIONS

- Regularly work on Sundays and occasionally on Saturday.
- May involve lifting and carrying of heavy objects.
- Climbing, balancing, stooping, kneeling, crouching to clean or make repairs.
- Reaching/grasping tools and equipment.
- Standing, walking, climbing stairs and ladders while performing routine work.
- Using appropriate cleaning solutions and agents with proper skin/eye protection.
- Working indoors or outdoors in various weather conditions.
- May occasionally be subject to loud noises from machinery and/or equipment.
- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check.

V. QUALIFICATIONS & SKILLS

- Hearing, speaking, and writing ability sufficient to follow instructions, seek and organize bids for contracted work, make reports, collaborate on projects, and identify equipment stress or malfunction.
- Vision sufficient to detect maintenance concerns, malfunctioning equipment, or fire.
- Ability to lift up to 50 lbs.
- Valid driver's license.
- Ability to operate pick-up truck with salt spreader unit, snow blower, lawn mower, fans, pumps, motors, power hand tools, flashlight, vacuum cleaner, ladder, leaf blower, and other similar maintenance equipment.
- Ability to work safely as outlined by MI-OSHA and supervisor.
- Ability to work without on-site supervision.
- Ability and willingness to work collaboratively.
- Availability to assist with on-call emergencies.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's to indicate the assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____