

St. John Paul II Parish
Job Description

as of 7.17.20

POSITION: **Facilities, Maintenance and Janitor Manager**

RESPONSIBLE TO: Pastor and Maintenance Committee

CALLABORATES WITH: Pastor, Parish Staff

STATUS:

I. Vision:

Under general supervision by the Pastor, performs a variety of work in the general maintenance, repair and cleaning of parish facilities, grounds and equipment. Performs related duties as assigned.

II. Definition and Primary Function:

Performs a variety of work in the maintenance, repair and cleaning of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks.

This position is responsible to follow and monitor the maintenance protocol developed by the Facilities and Maintenance Committee.

III. Required Education and Experience:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

IV. Required Knowledge, Skills and Abilities:

Knowledge of and ability to:

- a. Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities;
- b. Safety practices and procedures related to the building trades;
- c. Basic math to add, subtract, multiply, and divide;

- d. Skill and Ability to: Effectively use a variety of hand and power tools; operate a machinery; read blueprints; review and identify projects needed to be serviced by outside contractors;
- e. Ability to follow oral and/or written instructions;
- f. This position requires frequent evening and/or weekend hours;
- g. Frequent lifting;
- h. Exposure to climate changes and temperatures;
- i. Standing for long periods of time;
- j. Communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

V. Essential Duties and Responsibilities for Maintenance:

- a. **Carpentry:** Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- b. **Electrical:** Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
- c. **Plumbing/Painting:** Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; repairs/replaces hot water heaters; replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.
- d. **Grounds:** repair or replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; helps maintain grounds maintenance equipment;

- e. **Masonry:** Lays forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs.
- f. **HVAC: (Computers/Technology):** ability to navigate and control the HVAC computer systems; ability to adjust and program comfort sensors.
- g. **Lawn care and snow removal:** supervises the companies doing lawn care or snow removal and/or makes sure that grounds, sprinklers, sidewalks, parking lots, etc are properly maintained.
- h. **Supervise Contract work as needed.**
- i. **On-Call Responsibilities:** is on-call and responds to emergencies involving the facilities: e.g. HVAC, fire, water, etc.

VI. Specific Duties and Responsibilities:

- a. Repairs and maintains structures such as floors, showers, sinks, walls, roofs, and carpets;
- b. Performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; church equipment;
- c. Changes filters on heating, ventilating and air conditioning units; works with the company contracted to do maintenance on the HVAC units (Church & Hall);
- d. Program and maintain the HVAC system and computers in good working order;
- e. Services appliances, kitchen, and emergency equipment;
- f. Reports mechanical malfunctions to appropriate party for action;
- g. Assists in obtaining quotes and arranging for services of outside vendors as needed;
- h. Responds to alarm calls during and after regular work hours, when needed
- i. Supervises other maintenance workers and volunteers as directed
- j. Maintains clean, safe, and orderly work sites.

VII. Essential Duties and Responsibilities for Janitorial Work:

- a. Must possess necessary janitor skills: cleaning, sweeping, mopping waxing, and trash removal.
- b. Must have abilities to perform outlines tasks with minimum supervision
- c. Must be self-motivated and show initiative
- d. Must have some general knowledge of janitorial supplies and their applications
- e. Maintain safety practices and procedures related to the cleaning and cleaning products

VIII. Specific Duties and Responsibilities for Janitorial Work:

- a. Supervise cleaning staff and when necessary performs these duties.
- b. In collaboration with other users & p/t workers, helps clean and/or maintains kitchen and hall, as directed; spot cleans these areas when necessary
- c. Maintains all equipment in good and working order
- d. Inspects and cleans walls for markings, graffiti, if necessary
- e. Performs light maintenance as directed
- f. Helps coordinate maintenance for building that cannot be done in house, as needed and directed
- g. Checks outside buildings for damage, litter and/or conditions of buildings; especially around dumpster area and back door of kitchen
- h. Performs scheduled monthly, semiannual or annual janitorial duties, i.e., window washing, carpet cleaning, etc. as directed and in accordance with the parish maintenance schedule.
- i. Supervises the maintenance of janitorial supplies for buildings: brooms, buckets, mops, solutions, paper towels, etc
- j. Replace light bulbs for all the facilities
- k. Spot-cleans carpets when necessary