



St. John Bosco Parish & School Job Description

POSITION NAME: Director of Maintenance	PARISH: St. John Bosco, Hammond
REPORTS TO: Pastor & School Principal	EFFECTIVE DATE: May 1, 2024
CLASSIFICATION: Exempt	APPROVED:

Position Summary of Duties:

The Maintenance Supervisor oversees and supervises all aspects of maintenance in a safe and effective manner. The Maintenance Supervisor is responsible for all physical aspects of the parish and school campus, including, but not limited to, minor electrical, plumbing, HVAC, boiler and general building maintenance and repairs.

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 the requirements of the job change.)*

I. Specific Task/Duties:

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Leads maintenance staff in general custodial tasks.

Establishes daily work assignments and reviews and approves time sheets.

Supervises grounds maintenance.

Is responsible for snow removal on all sidewalks for school and church.

Is responsible for mowing parish lawns and assuring grounds are maintained in a clean and safe manner.

Assures the collection and disposal of trash and garbage.

Performs minor maintenance of church, school, pastoral residence and parish hall buildings, as needed.

Sets up facilities for parish and school events.

Maintains clean and safe environment in work area.

Works with volunteers as directed by Pastor & School Principal

2. Maintains communication with appropriate persons.

Verifies contractor activity.

Assists in preparing specifications and procuring bids for major projects.

Accompanies all inspectors (fire, health, insurance, EPA, OSHA etc.) on their rounds.

Works with parish facilities committee as directed by Pastor.

Is available for emergency maintenance work outside of regularly scheduled working hours when needed.

3. Performs as an operations technician.

Maintains buildings and equipment in state of repair to provide continuous effective operations.
Performs routine repairs and obtains necessary certification if required.

4. Purchases supplies for maintenance as needed.

Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines.
Refers all supplier contracts to Business Manager as directed.
Verifies receipt and condition of supplies.
Attends seminars as requested by Business Manager or parish.

5. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.

6. Handles other duties as assigned.

II. Mission

1. Support, upholds, and maintains the Mission of the Diocese of Gary and Parish and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments
2. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
3. As a leader within the church, projects a professional and caring demeanor in interactions with all.
4. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
5. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
6. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
7. Exhibits resourcefulness and Initiative in anticipating and meeting the needs of others in a proactive manner. Encourages and empowers subordinates to perform in the same manner.
8. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.

9. Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

SPECIFIC JOB SKILLS:

Boiler certification and HVAC desirable.

Good leadership abilities, able to manage and motivate a team. Good interpersonal skills and organizational skills.

EDUCATION AND/OR EXPERIENCE:

Trade school or High School Coop

Three or more years supervisory experience in related field.

Three to five years previous maintenance experience.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

JOB CONDITIONS:

Evenings and weekend work will be required. Exposure to climate change, uncomfortable temperatures and fumes; work with machinery and equipment requiring considerable caution; frequent lifting (up to 50 lbs.) and standing. *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.*

APPLICATION INSTRUCTIONS:

Interested candidates should send resume, cover letter and references to Mrs. Nancy Repay at nrepay@st-johnbosco.org with “Maintenance Supervisor” in the subject line.