



Our Lady of Lourdes
Catholic Church

Facilities Maintenance Coordinator Job Description

Position: Facilities Maintenance Coordinator, Our Lady of Lourdes Catholic Church and St. Thomas the Apostle Catholic Church

Reports to: Director of Operations

Position Summary: The Facilities Maintenance Coordinator position provides cleaning and maintenance for the parish and school buildings and grounds. This position monitors the status of the buildings and grounds in order to oversee prevention of any major repairs and planning for the future longevity of the parish's physical assets.

Essential Duties & Responsibilities:

1. Assures the church and other parish school and buildings are maintained in a clean and orderly manner. Accomplishes this through mopping, vacuuming, dusting, cleaning bathrooms, washing windows, etc. Performs more in-depth cleaning and maintenance such as stripping and waxing the school floors.
2. Keeps the grounds maintained in a clean and safe manner. Responsible for mowing, watering and edging lawns, snow removal of sidewalks with plowing equipment and hand shovels, blowing walkways, weeding, pruning, and raking on a seasonal basis. Also maintains playground in a safe and clean manner.
3. Performs minor maintenance of the rectories, churches, school and other buildings. Accomplishes this by doing minor repair work on the facilities as needed.
4. Provides other general assistance as needed through setting up chairs/tables in the facility as requested, hauling and moving items and picking up parts or other equipment as requested by the staff.
5. Assures the collection and disposal of garbage and recycling.
6. Tests fire alarm and sprinkler systems as needed. Aware of all building codes as required.
7. Maintains inventory of supplies within budgetary guidelines. Verifies receipt of supplies and stores as necessary.
8. Completes buildings and grounds inspections on a scheduled basis. Reports findings to appropriate personnel and committees.
9. Communicates with Director of Operations and Pastor of major building repairs and upcoming building projects. Gives input as to needs of parish and school buildings.
10. Monitors and communicates with contractors performing repair work. Verifies contractor activity along with Director of Operations.
11. Other duties as assigned.

Qualifications:

- Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church.
- Minimum of 3-5 years previous maintenance experience.
- Minimum of high school graduate.
- Strong interpersonal communication skills.
- Able to organize and prioritize time.
- Ability to work with minimal supervision.
- Capable of minor repair work and painting.
- Maintains confidentiality.
- Skilled at troubleshooting.
- Ability to plan and make decisions.
- Valid driver's license.

Working Environment:

Evenings and weekend work will be required, on-call availability for emergencies. Exposure to climate change, uncomfortable temperatures and fumes; work with machinery and equipment requiring considerable caution; frequent lifting and standing; must be able to lift 50 lbs. Position is a full-time, non-exempt, hourly position.

Signature

Date