



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: MAINTENANCE SUPERVISOR**

**Opening Date:** March 2, 2018

**Location of Job:** Our Lady of the Lake Church

**Location Address:** 790 A Avenue, Lake Oswego, Oregon 97034

**Position:** Full Time

**Position Summary:** Maintains the buildings and property of the Parish, ensuring that all facilities are in working order. Works with the Pastor 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.

### **Job Duties:**

- 1) Responsible for the maintenance of all building systems and structures:
  - Maintains and operates all mechanical systems (including plumbing and electrical) and general repair work, working with outside vendors as needed
  - Maintains boilers/furnaces
  - Operates and maintains cooling systems
  - Maintains fire alarm and sprinkler systems
- 2) Supervises custodial staff:
  - Trains and reviews vendor work performance
  - Establishes and communicates daily work assignments

- Reviews and approves time sheets
  - Instructs maintenance staff in general custodial duties
- 3) Works with volunteers on special projects (painting, decorating for liturgical season)
  - 4) Works with vendors to maintain parish and school grounds:
    - Provides for mowing of grass, trimming, pruning and removal of clippings and other debris
    - Services all power equipment
  - 5) Evaluates methods and procedures used in performing maintenance and custodial duties and revises them as necessary
  - 6) Maintains a cost-effective inventory of expendable supplies for church and school
  - 7) Assures the maintenance of all plant systems and equipment by conducting periodic maintenance checks and notifies pastor/business manager when current systems need to be replaced or require major maintenance
  - 8) Coordinates the parish's asbestos management plan within Archdiocesan guidelines
  - 9) Schedules and oversees seasonal maintenance needs
  - 10) Ensures that parish facility is properly set up for social events taking place on parish premises
  - 11) Develops and monitors the parish's energy management program
  - 12) Prepares information for capital projects
  - 13) Prepares an annual budget
  - 14) Serves as a member of the Parish Safety Committee
  - 15) Performs other work-related duties as requested.

**Position Requirements:**

- Excellent organizational and communications skills
- Excellent verbal and written communication skills
- High level of accuracy and attention to detail

- Problem-solving, discretion and interpersonal/teamwork skills
- Ability to honor and maintain confidentiality
- Ability to work flexible hours as necessary
- 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 ground to include the storage and use of hazardous materials

**Please send resumes and credentials to:**

hr@ollparish.com