

PARISH: St. John the Evangelist

TITLE: *Facilities Supervisor Level I*

NAME: Open

REPORTS TO: Pastoral Asst/Administration

DATE: May 10, 2022

GRADE: 11

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The following list of major duties and responsibilities is the compilation of the diversity of job duties fulfilled by many people who have a similar job title. It is recognized that there may be elements of a job that are not included in the checklist.

### **I. POSITION PURPOSE**

Oversees and/or provides hands-on maintenance and custodial services to the parish buildings and grounds to enhance the image of the parish, to provide a suitable and healthy environment for building occupants and visitors. The incumbent is essential on-site staff during major weather events to assure continuity of operations.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Collaborates with the Pastor and other staff in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's programs, goals, and objectives, with specific focus on buildings and grounds of the parish campus, including the parish cemetery.
- B. Establishes work priorities and provides training and work direction to custodian, volunteers, and/or janitorial firm.
- C. Performs regular, seasonal preventative maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, heating and air conditioning system failures.
- D. Diagnoses problems and makes needed repairs to buildings.
- E. Checks furnaces/HVAC systems for proper operations making appropriate adjustments and performing routine maintenance such as changing filters.
- F. Maintains an inventory of cleaning and safety supplies and equipment and assures reorders as appropriate.

- G. Maintains an inventory of hospitality supplies (restroom, kitchen and others) and assures re-orders as appropriate.
- H. Assures buildings are opened and secured as needed.
- I. Assures that the kitchen is cleaned after events and ready for use

**III. SECONDARY FUNCTIONS**

- A. Assures set up for special events (e. g. chairs, tables and other event requirements).
- B. Assures order and neatness in all parish buildings as appropriate, including but not limited to the following:
  - a. Sweeping, vacuuming, and mopping offices, classrooms, meeting rooms, restrooms and hallways
  - b. Empties garbage cans throughout all parish buildings on a scheduled basis and as needed
- C. Assures major annual cleaning (floor stripping and waxing) in classrooms, meeting rooms, and hallways.
- D. Assures that grounds watering systems are properly functioning and in good repair.
- E. Assures shrubbery and trees on parish properties (including the parish cemetery) are pruned and trimmed annually,
- F. Performs other duties as may be assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_