

Facilities Maintenance Position:

Sacred Heart Parish is seeking an experienced hands-on facilities maintenance technician for its campus buildings and grounds. Candidate must be versatile with an ability to perform minor repairs on a variety of equipment (electrical, HVAC, plumbing, etc.). Candidate will perform routine maintenance, cleaning, and simple construction needs as they arise, and will oversee a small custodial staff and the occasional volunteer who assists with general maintenance. Position is full time with benefits. View job summary online at sheff.org. Send resume to Fr. Michal Rosa at 405 S. Henrietta St., Effingham, IL 62401 or email m.rosa@sheff.org.

Full description of position, requirements, expectations, etc.:

Position: Facility Maintenance Supervisor

Location: Sacred Heart Parish School and Church Effingham

Date Advertised: Feb. 2019

Job Summary: Candidate must be versatile with an ability to perform minor repairs on a variety of equipment (electrical, HVAC, plumbing, etc.). Candidate will perform routine maintenance, cleaning, and simple construction needs as they arise, and will oversee a small custodial staff and the occasional volunteer who assists with general maintenance. This position is a full time on-call "handy man" that manages campus facilities in all areas of maintenance, cleaning, and room set-up. This position will ensure the buildings and grounds are kept clean and safe from any hazards, while maintaining the best condition to minimize long-term costs.

Status: Full time (Mon-Fri 7am-4pm), Salaried Exempt. Some weekend/evening work as needed.

Reports to: Pastor (Head of Staff) / **Oversees:** Two custodial staff & occasional volunteers

Job Responsibilities:

1. Conducting routine inspections of premises and equipment.
2. Performing preventive maintenance.
3. Handling basic repairs and maintenance.
4. Overseeing contractors when professional repairs are necessary.
5. Diagnosing mechanical issues and correcting them or contacting service provider.
6. Repairing machines, equipment, and/or structures as necessary.
7. Select service providers on larger maintenance related projects, working within established guidelines.
8. Train employees on proper equipment usage when applicable.
9. Develop and maintain a cleaning and inspection schedule (daily and monthly). Update pastor and Building & Grounds Committee on job activities.
10. Responsible for Safety: Understanding of security cameras and door access, AED, First Aid stations, parking lots, sidewalks, removal of snow, ice, and debris.
12. Responsible for general housekeeping - clean floors, restrooms, gymnasium, etc.
13. Assist with set-up for events, including chairs, stage, gym, tarps, etc.

Essential Functions:

1. Must have a flexible schedule.
2. Thorough working knowledge of facility equipment, and their usage and safety procedures (i.e, security access, keys, emergency procedures, etc.)
3. Capable of repairing malfunctioning equipment and broken structure repairs.
4. Installation of furniture and small machinery.
5. Use of hand and power tools.
6. Capable of performing general electrical maintenance.
7. Basic knowledge of refrigeration and ventilation systems.
8. Regular inspection of equipment to ensure safety and working order.
9. Organization and follow-up skills, including inspection of work performed by other maintenance technicians.
10. Survey structure and grounds and make repairs as needed.
11. Perform light landscaping / grounds keeping work as need (with volunteer Landscaping Committee assistance).
12. Ability to interpret repair manuals, parts catalogs, and/or read blueprints as necessary.
13. Ability to maintain focus, manage time and responsibilities while working independently and with others.

Education/Qualifications: Proven maintenance experience. Preferred related degree from a technical college or applicable certificate or diploma in a related field a plus. Must Hold a valid driver's license. Completion of parish-provided "Protecting Gods Children" workshop and a background check.

Physical Requirements: Must be able to walk and stand for long periods of time. Necessary functions in this position include sitting, bending, stooping, climbing, crawling, as well as being able to see, hear, and verbalize. Must be capable of lifting without restrictions. Must be able to be reached by phone in the event of an emergency at the facility.

Position Interacts with: Parish Staff, School Staff, School Principal regarding school hours and after-hour events. Meets as needed with Building and Grounds Committee and assists parish organizations with event set up/tear down.