

Corpus Christi - Tucson

Job Description

Job Title: Maintenance Supervisor

Exemption Status: Non Exempt

Department/Location: Maintenance / Corpus Christi - Tucson

Primary Function: Under the direction of the Pastor, Business Manager or other assigned manager is responsible for managing the maintenance and custodial responsibilities of facilities including buildings, equipment and grounds and their related upkeep.

Essential Duties and Responsibilities:

- Perform in support of the parish and Church's spiritual and pastoral mission
- Supervise parish maintenance and custodial staff.
- As required, perform in a support mode to the staff and perform general facility, equipment, and grounds upkeep duties to include cleaning and maintenance of Church or other facilities.
- Ensure that parish and equipment including kitchen, restrooms and other facilities are in a functional condition; recommend maintenance to be performed and oversee replacement of equipment as necessary.
- Maintain records of equipment and maintenance performed as necessary.
- Maintain a supply of and account for cleaning supplies and equipment; maintain an adequate inventory at all times.
- Comply with chemical handling laws and safety regulations as required; maintain a safe working environment.
- Maintain security of buildings, equipment, and tools.
- Foster communications and work collaboratively and professionally with all parish personnel and parishioners.
- Manage the maintenance and custodial staff personnel in accordance with applicable employment related laws and Diocese of Tucson personnel policy guidelines and procedures.
- Perform other duties as assigned.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift 45 lbs or as required in a normal maintenance environment.

Required Activities: Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and climbing ladders.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; if a baptized Catholic, must be in full communion with the Church.
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills.
- Exercise courtesy to fellow employees, parishioners and the general public.
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and overtime work may be required.
- Proficiency in computer technology.
- Professional bearing; clean and neat personal appearance.
- Ability to successfully pass a background, criminal history, and credit history check.
- A thorough knowledge of the use of the tools and equipment associated with general maintenance.
- A thorough knowledge of heating and cooling equipment, small appliance maintenance; plumbing and fixtures; and electricity.
- Be available for emergency callouts as necessary after hours and on weekends.
- Possess a valid Arizona driver's license.

Education and Experience:

- High School graduate or equivalent.
- 5 years of experience in a maintenance or similar position.
- 2 years' proven successful experience as a people manager.
- Thorough knowledge and experience in the use of the tools and equipment associated with general maintenance.
- Experience in maintaining and minor repairs of electrical outlets, switches, fixtures, and ballasts; heating, venting, and cooling equipment (HVAC); small appliances; plumbing and plumbing fixtures; door and window locksets; door and window hardware; and roofing. Experience in the following areas is a plus – carpentry, welding, and soldering.

Other/Preferred Skills:

- Bachelor's degree from an accredited institution preferred.
- Bi-lingual (English/Spanish) preferred.