

DIOCESE OF PENSACOLA-TALLAHASSEE  
JOB DESCRIPTION

JOB TITLE	Maintenance Leader		
DEPARTMENT/LOCATION	John Paul II Catholic High School		
DATE	05/2015	FLSA STATUS	Non-Exempt

**JOB SUMMARY**

This position supervises the maintenance, renovation, restoration and upkeep of the buildings, mechanical, plumbing and electrical systems and grounds. Conducts preventive maintenance, safety and energy conservation audits. This position supervises one or more maintenance employees and may also supervise outside contractors and personally performs maintenance functions.

**JOB RESPONSIBILITIES**

- Oversees the care of the school plant and facilities to ensure the health, safety and comfort of the teachers, students, staff and guest.
- Oversees functioning of all HVAC system(s) to ensure maximum efficiency.
- Replaces air condition filters periodically.
- Directs maintenance activities to ensure professional looking appearance of the grounds and facilities and assures that they are free of hazards. Performed daily.
- Pro-actively inspects facilities and takes corrective action if needed.
- Performs monthly safety walk-through of building including inspection of hot water heaters.
- Orders maintenance supplies as needed.
- Maintains building, performing minor and routine painting, plumbing, electrical wiring and other related maintenance activities.
- Provides routine and preventive maintenance of all school maintenance equipment.
- Notifies School Principal concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Other duties as assigned by the principal and Diocesan officials.

**SUPERVISION**

Supervised By: School Principal

Supervises: Maintenance Staff

## **JOB SPECIFICATONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

Technical School or four years related experience and/or training; or equivalent combination of education and experience.

### **Other Qualifications:**

Must be able to successfully pass a level-two background screening and credit check.

### **Language Skills:**

Ability to read and interpret documents such as instructions and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

### **Mathematical Skills:**

Ability to calculate figures and percentages and apply concepts of basic mathematics.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Other Skills and Abilities:**

Must have a working knowledge and experience in electrical systems, plumbing, carpentry and commercial air conditioning systems. Must have knowledge of Microsoft office and possess computer skills.

### **Personal Traits:**

Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Must be able to communicate professionally in writing and speak with a variety of people. Must have a professional appearance and demeanor.

### **Physical Demands:**

While performing the duties of this Job, the employee is regularly required to stand and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily an inside environment, but while performing the duties of this job, the employee is frequently exposed to outside weather conditions.

Reviewed/Revised by:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_