

# ***Little Flower Catholic Church and School***

6495 Lillian Highway

Pensacola, FL 32506

850-455-5641

## **JOB DESCRIPTION**

JOB TITLE: Maintenance Director

DATE: 11/27/2017

FLSA STATUS: Non-Exempt

### ***JOB PERFORMANCE RESPONSIBILITIES***

#### ***Administrative and Financial Responsibilities:***

1. Prepare and submit in advance for approval "Purchase Order Request" forms for any purchases that you must make in the fulfillment of your responsibilities.
2. Assist Supervisor and parish bookkeeper in the preparation of an annual budget for your job area.
3. Ensure that all areas you are responsible for are run within your annual budget. Monthly budgets will be provided by the parish bookkeeper to assist you in this, if requested.
4. Follow established procedures for use of parish credit/store cards for approved purchases.
5. Participate in all staff meetings, committees, and teams as indicated by the Supervisor.
6. Some management and oversight of church and school custodians, and school maintenance assistant.
7. Collaborate with Parish Secretary or School Secretary in ensuring any vendor and contractor files are properly maintained.
8. Assumes other responsibilities as assigned by the Supervisor.

#### ***Maintenance Responsibilities:***

1. Keep current project/task management list.
2. Send to Supervisors a weekly email detailing work completed during that week, and what work you expect to complete the following week.
3. Complete in-house maintenance projects for entire facilities.
4. Obtain bids from contractors/vendors when needed. Coordinate with third party contractors/vendors for any outside assistance required for maintenance projects.
5. Collaborates with other ministers, volunteers, and staff to ensure facilities are ready for use.
6. Assists custodians with cleaning of facilities only when absolutely needed.
7. Assumes other responsibilities as assigned by the Supervisor.

## *SUPERVISION*

SUPERVISED BY: Pastor/Administration; Principal

SUPERVISES: Church and School Custodians; School Maintenance Assistant

## *JOB QUALIFICATIONS*

EDUCATION: High school or equivalent required. Some college preferred.

EXPERIENCE: Background in maintenance, problem-solving, facilities care, handywork, and light repair of various odd jobs required. Prior experience working in a parish setting preferred.

CERTIFICATIONS: Valid driver's license required with no convictions or infractions involving drugs or alcohol and no more than 3 moving violations in the last 3 years. Must have the ability to provide own transportation (with necessary liability insurance) for job-related responsibilities. Must pass a criminal background screening and credit check as required by the Diocese and State of Florida.

COMPUTER SOFTWARE: Proficient with Microsoft Windows, Office products, and G Suite Google Cloud services.

SKILLS: Must be able to work independently and be a self-starter who can identify needs and take action to make and/or recommend improvements when noted. Must have ability to effectively present information to top management, public groups, and/or boards of directors. Must be able to analyze and interpret, at a basic level, financial reports and legal documents. Must have the ability to work with and apply mathematical concepts. Must have the ability to define problems, collect data, establish facts and draw valid conclusions.

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; communicate effectively with people from all socioeconomic backgrounds; ability to work around and, on occasion, with children; must have professional appearance and demeanor; must be able to work in a team environment to advance the mission of the parish by exhibiting the team virtues of humility, hunger, and smarts.

WORK CONDITIONS: Working conditions both inside and outside environments, protected from weather, but not necessarily from temperature changes. The employee is frequently exposed to outside weather conditions, at times may need to work outdoors in inclement weather for short periods in emergency situations. Evening and weekend hours may be periodically required.

PHYSICAL DEMANDS/TRAITS: Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; able to push, pull, and/or lift up to 50 lbs. maximum; climb up and down a ladder and/or stairs; and operating basic maintenance equipment.

#### *COMPENSATION INFORMATION*

1. This is a full-time, hourly position (defined by law as 30-40 hours/week).
2. The parish will pay the employee bi-weekly on Friday of the week by means of direct deposit EFT. The employee must clock in and out of work.
3. The employee will, on average, work 40 hours per week in the following manner:
  - a. Weekdays: Monday–Friday for 8 hours (not to leave prior to 3:00pm) with a paid, working lunch hour.
  - b. Any other hours as demanded by the nature of the work to complete job performance responsibilities with the permission of the Supervisor.
4. We will follow the paid holidays as offered by the Pastoral Center: New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Holiday, Christmas Eve, Christmas. Any other paid holidays will be at the pastor/administrator's discretion.
5. The employee is entitled to 10 days of paid vacation per calendar year. Unused paid vacation days expire January 31 of the subsequent calendar year. The leave form must be filled out, submitted, and approved by the pastor/administrator before any paid vacation time can be taken. The employee is entitled to 12 days of paid sick/bereavement leave annually. The sick leave will be earned at the rate of one day per month of employment and any unused days rollover to the subsequent calendar year to a maximum of 89 days (after which time long-term disability would begin). The leave form must be filled out, submitted, and approved by the pastor/administrator before payment for any sick/bereavement leave. Compensatory time for all non-governmental employees is against the law and is therefore not offered at Little Flower Catholic Church.
6. The employee is entitled to all insurance and benefits as offered by the Diocese of Pensacola–Tallahassee in its benefits package including it this time, but not limited to, health, dental, vision, and 401(k).