

Position Description

Position: Facilities Maintenance Lead

FLSA: Non-exempt – Full Time

Reports to: Director of Operations

Effective date: 11/2018

General Summary:

Maintains the buildings and properties of the Shrine of Our Lady of La Leche at Mission Nombre de Dios and its related properties, ensuring that all facilities and grounds are clean, neat, and appealing. Ensures that the plumbing, electrical, and mechanical systems are in good working order. Works with the Director to set up and implement both short- and long-term maintenance plans for the site. Plans, directs, and coordinates all maintenance duties of the Facilities Worker in a team environment.

Essential Duties and Responsibilities:

- Regular attendance is essential for this position.
- Ensures that the Shrine & Mission property is maintained in a clean and orderly manner, including but not limited to:
 - Vacuums, dusts, mops and waxes floors
 - Cleans bathrooms and washes windows
 - Cleans parish offices
 - Replaces light bulbs as necessary
 - Checks roofs/gutters/downspouts for obstruction on a regular basis
 - Keeps janitorial closets and cupboards clean and orderly at all times
 - Collects and disposes of trash
 - Collects and disposes of fallen tree limbs and palm fronds
- Responds to work orders that have been generated in a timely manner.
- Maintains a maintenance log/checklist of duties that should be performed on a daily, weekly, monthly, quarterly, and yearly basis. This log will be presented to the Director and receive periodic inspections.
- Troubleshoots, repairs and maintains regular maintenance and service work to all plumbing, electrical systems, mechanical furnaces/boilers and air conditioners within the skill level of the position or makes recommendations for outsourcing of repair/maintenance to the Director or his designee while practicing good stewardship of Shrine & Mission funds.
- Maintains all aspects of Shrine & Mission grounds and buildings including mowing, trimming, pesticide and herbicide applications if necessary, pruning, planter bed maintenance, painting, weeding, picking up trash, tree limbs, palm fronds anywhere on the grounds and associated facilities, and custodial work.
- Coordinates jobs and tasks to the Facilities Workers with regular follow-up to ensure the task is understood and completed. Provides coaching and instruction when necessary to achieve task/goal.
- Conducts weekly meetings with the Facilities Workers to plan out the maintenance priorities for the week and to ensure that all issues are completed in a timely manner.

- Inventory all equipment and provide regular scheduled maintenance and repair of all equipment, tools and vehicles.
- Trains facilities worker(s) in the proper care and handling of all equipment, tools and vehicles.
- Responsible for ongoing regular inspection of all property and building concerns in order to be proactive before repairs become too costly; making detailed recommendations and costs associated with the repair or the outsourcing of repair to the Director or their designee for approval.
- Develops safety policy and procedures for presentment to the Director and follows these safety procedures for him/herself and other facilities worker(s).
- Trains facilities worker(s) and follows all safety policies and procedures. Brings safety concerns to the attention of the Director in a timely manner.
- While performing repair or maintenance, takes all available safety precautions for the protection of self and others.
- Maintains an inventory of lighting, cleaning, and maintenance supplies. Processes purchase orders with the approval of the Director or their designee.
- Coordinates and provides set-up, teardown and clean-up for meetings and other Shrine & Mission functions.
- Responsible to maintain a level of personal grooming and appearance befitting the respectful environment of working for the Shrine & Mission. This includes neatly trimmed hair and beards, serviceable work shirts and trousers. (no holes, rips, tears, wrinkled work clothes)
- Ensures that the inside and outside of the Shrine & Mission facilities are decorated to the satisfaction of the Director during the holidays.
- Performs any all other duties as assigned by the Director of Operations.

Knowledge, Skills, and Abilities Required

- High school degree required or general education degree (GED)
- Comprehensive knowledge of large facility systems (HVAC, electrical, plumbing, etc), obtained through formal education or experience.
- Ability to operate mowers and small equipment related to the Shrine & Mission and its related facilities maintenance and repair.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must maintain a high level of attention to maintenance and repair in terms of quality and detail.
- Must have good communication skills with the Director of Operations keeping them apprised of work projects.
- Ability to write policies and procedures, develop checklists, create written reports, meet with outside contractors and service professionals and make cost containment recommendations to the Director of Operations.
- Must have the ability and experience to work in a team environment with other parish personnel.
- Excellent organizational and interpersonal skills including tact, courtesy and diplomacy.
- Must possess and maintain a valid driver's license as a condition of continued employment.

- Exercises considerable independence and judgment with a high level of confidentiality.
- Ability to meet physical demands of the job.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate, but occasionally high. This position may require some weekend hours.