

**St. Mary of the Immaculate Conception**  
**Position Description**

Title/Position: **Part-time Maintenance Coordinator**

Schedule: Part-time - an average of 15-18 hours per week (780 - 936 hours annually)

Supervisor: Director of Parish Activities

**Position Goal:** The Maintenance Coordinator will contribute to the safe and smooth operation of the parish through organized and systematic maintenance of all parish facilities. The Maintenance Coordinator is responsible for performing routine maintenance and repairs for parish facilities (including the school), performing or coordinating set-up for specific events as requested, and coordinating burials in the cemetery. To the extent that workload permits, the Maintenance Coordinator will work with vendors and volunteers on specific projects.

**Position Qualifications:**

- Possesses skills and/or knowledge in a variety of maintenance areas
- Capable of successfully completing the online training for Designated Person responsible for asbestos management program.
- Holds safety regulatory compliance as a priority
- Approaches working with people in an energetic and effective manner
- Uses good communication skills to achieve optimum outcomes
- Able to work within a flexible schedule which may include evening and weekend work
- Trained in VIRTUS or capable of being trained.
- An active Catholic in good standing with the Lord and the Church preferred

**Primary Position Responsibilities:**

- Ensure a safe environment throughout all buildings and grounds.
- Performs routine maintenance throughout the parish complex, such as changing light bulbs, testing emergency lights, and maintaining salt in water softeners.
- Performs repairs throughout the parish complex according to his or her skills and abilities.
- Performs or coordinates set-up and clean-up for special parish functions, including funeral visitations, funeral luncheons, and designated school and faith formation events.
- Coordinates and participates in inspection of parish complex with public safety officials, insurance inspectors and adjustors and others as needed.
- Clears walks and entry ways of snow and ice when on-site working.
- Performs janitorial tasks that require urgent attention when on-site.
- Coordinates burials in the cemetery.
- Identifies the maintenance needs through regular inspections and information gathered from parish staff and parish leadership committees.
- Performs required asbestos inspections and keeps the Asbestos Management Plan current.

- Attends staff meetings, Building & Grounds Committee meetings or other parish committee meetings as requested.
- Any other duties assigned by the Director of Parish Activities.

**Secondary Position Responsibilities as workload permits**

- Outlines specifications for maintenance projects with input from parish staff and leadership committees as appropriate.
- Maintains required MSDS documentation working in concert with other designated staff.
- Maintains and shares with key staff a listing of vendors and contractors that can be accessed in emergency situations.
- Plans, coordinates and secures materials for maintenance and grounds keeping work performed by volunteers from the parish and school and ensures a safe working environment for all volunteers.
- Coordinates maintenance performed by external vendors.
- Ensures that external contractors perform their work consistent with industry standards for facility and personnel safety.
- Manages maintenance work and projects within budgetary needs of parish.