

Maintenance Supervisor Job Description

Christ Church Newman Center, Church of the Holy Spirit, and Church of St. Anthony
St Cloud, MN

PART I: POSITION:

DATE: March 11, 2025
JOB TITLE: Maintenance Supervisor
REPORTS TO: Pastor / Business Manager
EXPERIENCE: Maintenance and trouble shooting.
SCHEDULE: 40 hours per week/on call
FLSA STATUS: Non-exempt
SUPERVISES: Custodial Staff, some volunteers

PART II: PRIMARY OBJECTIVE

The responsibility of the Maintenance Supervisor position is overseeing maintenance and operation of the churches of Christ Church Newman Center, Church of St. Anthony, and the Church of the Holy Spirit, St. Elizabeth Ann Seton School (SEAS) and surrounding grounds. This position is instrumental in the daily and weekly use of the facilities and in projecting future needs. This person helps the parish to take pride in the appearance, safety, and maintenance of the total properties, and within reason, will need to be available for unforeseen tasks. The Maintenance position may delegate some of the work to associates and volunteers in consultation with the Pastor and / or Business Manager.

PART III: SUMMARY OF RESPONSIBILITIES

Plant Operation/Maintenance:

1. Perform maintenance of Christ Church Newman Center, Church of the Holy Spirit, and Church of St. Anthony parishes and St. Anthony parish center, and help to oversee the maintenance of SEAS. To include light carpentry, plumbing, electrical, and repair work on the facilities.
2. Maintain all furnaces, radiators, HVAC units and maintain daily inspection logs for all major heating and cooling units at all locations. Develop and maintain log for maintenance performed on all units.
3. Perform monthly tests on all fire alert and suppression systems. Schedule annual safety inspections by qualified vendors of security systems, elevators, and fire suppression systems.
4. Replace light bulbs / batteries on regular schedule or as required.
5. Annually assist with the tear down of boilers for repair as needed and annual state inspection.
6. When necessary, contract with outside vendors to perform various duties in consultation with Pastor, and/or Business Manager.

Grounds:

1. Responsible for maintaining grounds in a safe and clean state, by self or in cooperation with volunteers. This includes monitoring irrigation systems, watering trees, edging lawns, weeding, pruning, leaf removal, picking up trash, and ice and snow removal on a seasonal basis. Seasonally, thatch, fertilize and weed control. Salt and/or sand on all sidewalks when weather conditions

dictate. Repair and replace signs and fencing when required. Monitor the state of walkways, parking lots, roofs, and other improvements. Participate in quarterly finance meetings to report on maintenance issues when requested.

Buildings:

1. Coordinate and supervise maintenance of churches, offices and restrooms.
2. Move furniture such as desks, file cabinets, and storage cabinets.
3. Unload shipments of incoming supplies.
4. Transport and refill supplies from storage to location of use.
5. Extra activities - set up and clean-up for all activities such as meetings, weddings, concerts, conferences, funeral lunches, and rented facilities.
6. Summer Cleaning includes furniture cleaning, dust and washing down all rooms from floor to ceiling, patch and paint, windows, as needed, thoroughly clean, strip and wax floors; other cleaning duties as required. Associates and / or volunteers may assume some of this work as needed.
7. Special attention is to be given to Parish Center Kitchen as it is a "high use" facility. Immediately following an event or use, the floor is to be scrubbed and sanitized. Venting, drain systems and equipment are to be maintained in a grease-free state. Coolers and freezers are to be monitored daily for proper operation.

Safety & Security:

1. Available for emergency response for all facilities except during scheduled time off / vacation.
2. Responsible for lock and unlock of buildings daily and weekends; in cooperation with other staff members and / or volunteers as arranged with the Pastor, and/or Business Manager.

Miscellaneous:

1. Communication – are crucial and required with the Pastor and/or Business Manager as well as all co-workers and volunteers concerning needs, concerns and time off. Meeting with direct supervisor once a month will allow for a clear conversation of expectations as well as a progress report on Projects.
2. Communication regarding Parishioner's request are to be shared with Pastor and/or Business Manager for clear direction.
3. Responsible for maintaining the churches, and rectory buildings in a safe, clean and orderly manner. Will supervise and / or perform the following: mopping and vacuuming of floors, cleaning, washing windows, maintaining wood furniture, etc. of church and school buildings.
4. Supervises custodial staff and provides support and assistance when needed.
5. Order maintenance and cleaning supplies, as needed. Large purchases (\$250 or more) require the approval of the Business Manager.
6. Work cooperatively with co-workers, support staff, and the parish community in the best interest of the parishes.
7. Attend quarterly BGAC Building and Grounds Advisory Committee meetings as well as quarterly Finance Council meetings.
8. Knowledge of Roman Catholic Church tradition and teachings. Support and uphold the moral and social teachings of the Catholic Church.
9. Other responsibilities, as determined by the Pastor and/ or Business Manager.

Requirements:

1. Skills and/or education in maintenance and repair relevant to this position.
2. Be able to lift safely and consistently 60 pounds.
3. Training or demonstrated knowledge of safe handling of hazardous materials.
4. Commitment to job and able to work well with people of all ages, with staff, and maintenance staff in other cluster facilities.
5. Must submit to Criminal History Background Check and Safe Environment Training as per the Diocese of Saint Cloud requirements before employment begins. Adhere to Diocesan Safe Environment Policies.
6. Full Time 40 hours per week including some evening and weekend hours. Occasional overtime as required and pre-approved. On call after hours.

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

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, lifting, climbing, crawling, carrying, using various hand-held and power tools, and keyboarding.

Covenants of Employment:

Christ Church Newman Center, Church of St. Anthony, and Church of the Holy Spirit are Roman Catholic religious organizations, and all employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church and state law. Under the “Zero Tolerance Policy,” no one will be knowingly assigned or retained to serve in the Parish when that person is determined to have engaged in the abuse of a minor or to have violated boundaries in dealing with minors.

Application Process:

Please send your resume, cover letter, and two references to Janice Wuebkers at jwuebkers@spiritandsaints.org Thank you!