

HOLY SPIRIT CATHOLIC PARISH
Facility and Grounds Maintenance Coordinator
Position Description

I. GENERAL INFORMATION

- A. **REASON FOR THE POSITION:** We the people of Holy Spirit Parish are all stewards of the resources that God has gifted to us. It is our responsibility to serve God and the Holy Spirit Catholic Parish by maintaining Parish facilities and grounds that are safe, clean, attractive, and functional.
- B. **SCOPE OF THE JOB:** The Facility and Grounds Maintenance Coordinator bears the responsibility to identify, report and coordinate maintenance efforts for the Parish. The coordinator will also serve as Chairman of the Parish Maintenance Committee which is responsible for advising the Pastoral Council regarding maintenance, repair and safety issues within the Parish facilities and grounds. Ideally, the Parish Maintenance Committee shall be staffed by Parish members who volunteer expertise in facility maintenance, safety, and construction trades.
- C. **ACCOUNTABLE TO:** Parish Administrator & Pastor
- D. **CLASSIFICATION:** Part Time; Hourly; Non-Exempt

II. TASK LIST AND EXPECTATIONS:

- A. In general, the Facility and Grounds Maintenance Coordinator is responsible for facilitating the maintenance, safety, cleanliness, comfort and aesthetic attractiveness of all parish facilities for the benefit of the parishioners of Holy Spirit Catholic Church.
- B. The Coordinator is expected to have practical working knowledge of electrical, plumbing, HVAC, roofing and other systems in use at Holy Spirit Catholic Parish facilities.
- C. The coordinator is expected to have competence in operating computers, email, spreadsheets, word processors and other office related applications.
- D. The coordinator is expected to chair the Parish Maintenance Committee.
- E. The coordinator will ensure that a weekly walk-through inspection of designated Parish facilities is accomplished to identify high priority and immediate maintenance and repair needs.
- F. The coordinator will develop and maintain schedules for cleaning and routine maintenance tasks.
- G. The coordinator will ensure preparation of the facilities for both regularly scheduled and special activities including clean up and restoration of areas after each activity is complete.
- H. The coordinator, with the help of the Parish Maintenance Committee, will immediately advise Parish Administrator (or designee) regarding anything which could threaten the health or safety of persons on Parish property or anything which could cause damage to the facilities.
- I. The coordinator, with the help of the Parish Maintenance Committee, will make recommendations for permanent solutions to recurring facility problems.
- J. The coordinator, with the help of the Parish Maintenance Committee, will advise the Parish Administrator regarding suitable and approved professional trade businesses to provide technical or license-required tasks that exceed the capabilities of the Facility and Grounds Maintenance Coordinator or staff.
- K. The coordinator, with the help of the Parish Maintenance Committee, will advise the Parish Administrator regarding preparation of facilities and grounds related budgets and managing expenditures within approved budgetary constraints.

- L. The coordinator, with the help of the Parish Maintenance Committee, will prioritize needed maintenance tasks and make recommendations regarding appropriate timing of actions.

Maintenance priorities are:

- a. Maintain for safe and healthy environment.
 - b. Maintain to avoid near term catastrophic failure.
 - c. Maintain to ensure continuous functionality.
 - d. Maintain to provide aesthetically pleasing and comfortable environments
- M. The coordinator will attend all Pastoral Council meetings for the purpose of presenting a written report of the Parish Maintenance Committee's activities.
- N. The coordinator will ensure minor repairs to facilities and replacement of minor parts (e.g., mechanical, plumbing, and electrical) when possible and identify outside professionals as needed and authorized for maintenance that exceeds staff's capabilities or qualifications.
- O. The coordinator will monitor contract work performed on building and grounds, e.g., landscape, elevator, HVAC, roofing, and security system contractors, and report any problems to the Parish Administrator (or designee).

III. WORKING CONDITIONS:

20-hour flexible work week, available as needed evenings & weekends.

Review and formal evaluation of the Facility and Grounds Maintenance Coordinator's job performance will be conducted annually by the Parish Administrator for constructive feedback and compensation purposes. An initial non-compensatory review will be conducted on or about the Facility and Grounds Maintenance Coordinator's three month anniversary of first employment.

IV. COMPENSATION AND BENEFITS:

Hourly pay range based on experience: \$15-\$25

As negotiated with Pastor/Parish Administrator.

If interested, please submit a cover letter and resume to:

Holy Spirit Catholic Parish
Attn: Parish Administrator
201 44th Street South
Great Falls, MT 59405

Or electronically to:

aubrey@holyspiritgf.org

Position will remain open until filled.