

St. Joseph Church

Director of Maintenance

Job Description

Manage and coordinate all inside and outside maintenance, safety, and security activities of St. Joseph Church maintaining the buildings, grounds and equipment of St. Joseph Church, including but not limited to the church, the school, the school recreation spaces, the office building, the rectory, the Blossom House, Columbarium and parking lots. Responsible for negotiating and managing all vendor contracts for: HVAC, plumbing, electrical, janitorial services, pest control, landscaping services, safety, fire and security, etc. Duties include but not limited to:

- Plan, organize and direct maintenance activities for all buildings and grounds.
- Performing routine maintenance on facilities and making repairs as needed
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance requests
- Ensure that proper safety, security, and housekeeping is maintained in all areas.
- Maintains compliance with all applicable local, state and federal regulations
- Maintains all vendor certificates of insurance as outlined by the Diocese
- Assist in preparing an annual maintenance budget for both school and church maintenance. Monitor and address deviations.
- Manage and coordinate after hours and weekend events taking place in buildings and on grounds
- Daily contact and communications with Pastor, School Principal, Business Manager, and staff employees
- Evaluate vendor and supplier services including janitorial, grounds maintenance, HVAC systems, pest control, lighting, security and fire protection, etc.
- Ensure all work is performed in a safe manner; ensure safe conditions of facilities and property.
- Ensure all governmental and diocesan policies and regulations are met.
- On call, 24 hours/day - 7 days/week for emergencies
- Ensure proper preventive maintenance is performed on all physical assets and systems
- Continuous review of vendor performance
- Continuous review of supplier contracts to ensure best pricing and value is achieved
- Plans, supervises, and evaluates the work of contractors.

- Monitors performance and costs against goals and budgets.
- Implements and administers local and diocesan policies, programs and procedures as they may pertain to the maintenance operations.
- Works with the Business Manager, Pastor and School Principal on bids for projects
- Supervises all improvements and renovations
- Responsible for summer projects as determined by the school
- Responsible for set-up and breakdown for spaces on campus, including but not limited to religious services, funerals and Columbarium niche openings and closings, school assemblies and events, such as Christmas and Easter.
- Prepares facilities for changing weather conditions

Interested candidates should send a cover letter and resume to Adrienne Carroll, Business Manager, adrienne@stjosephcolumbia.org.