

Diocese of Sacramento
JOB DESCRIPTION

LOCATION: Trinity Pines Catholic Center
28000 Rollins Lake Rd, Colfax, CA 95713

POSITION STATUS: F/T -Hourly

POSITION: Facilities Supervisor

SCHEDULE: Varies

CATEGORY: Non-Exempt

SUPERVISOR: John Gonsalves

JOB SUMMARY: The Facilities Supervisor supervises all aspects of maintenance to ensure a safe and efficient physical plant on a twenty-four-hour, seven days a week basis. The Facilities Supervisor direction and oversight of major projects for remodeling, maintaining, and improving the physical plant and grounds. The Facilities Supervisor coordinates the use of the facilities, furnishings, and equipment by various Church related groups. The Facilities Supervisor provides routine cleaning and maintenance of the facilities and its grounds to ensure a clean and safe environment. This position is responsible for opening and closing the designated areas for events.

ESSENTIAL FUNCTIONS:

- Responsible for providing routine cleaning, custodial and maintenance of the facilities, including swimming pool and its grounds; especially after events.
- Monitor and oversee contracted services and any other maintenance-related services.
- Plan and schedule routine and preventive equipment and appliance maintenance according to warranty/manufacturer specifications and safety considerations.
- Maintain work center for maintenance activities and secure control of materials providing a system to track inventory usage by project.
- Maintain file system for all contracts blue prints, equipment warranties and service manuals.
- Coordinate procedures for events to report maintenance requests and emergencies in a timely manner.
- Develop procedures for afterhours emergencies including holidays and weekends.
- This position is responsible for opening and closing the designated areas for all events.
- Ensure that the facility is a clean and safe environment.
- Occasional trips to Camp Pendola for maintenance and other duties may be required, as needed.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Previous maintenance and property management experience preferred.

Skills / Knowledge: Knowledge of maintenance in the fields of carpentry, electrical work, cement work, plumbing, sanitation, mechanics, locksmith work, air conditioning, grounds maintenance, and janitorial care. Must possess the ability to understand a variety of technical subjects relating to maintenance; ability to communicate effectively; familiarity with church and school environments; ability to work with a variety of people including children.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE