

## **JOB DESCRIPTION**

Diocese of Orange  
La Purísima Catholic Church

**Date Prepared: May 3, 2023**

**Date Issued: May 5, 2023**

**Date Revised:**

**Approved By: Rev. Martin Nguyen, Pastor**

**Approved By: Rowena Morales**

**POSITION TITLE:** Maintenance Manager

**JOB CLASSIFICATION:** Full-time, Exempt

**DEPARTMENT:** Facilities

**REPORTS TO:** Pastor & Business Manager

**SUPERVISORY RESPONSIBILITY:** Supervise two full-time Custodians

**INTERNAL/EXTERNAL CONTACTS:** Clergy, parish staff, parishioners, visitors, vendors.

### **SUMMARY OVERVIEW:**

The position requires a person that has a good attitude and flexible work schedule to keep La Purísima Church, office buildings and entire campus clean and operating safely, effectively, and efficiently to serve the needs of the clergy, parish personnel, and parish community. The position will supervise two full-time custodians and requires good communication skills and customer service skills. Must have minimum 10 years' experience in building maintenance and 5 years' experience in management or supervisory role. The position will require a valid California driver's license and a good driving record. Must pass a fingerprint-based criminal background check and drug screen.

### **ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Delegating cleaning and maintenance tasks to two full-time Custodians.
2. Monitoring the safety and cleanliness of interior and exterior areas, such as the church, parish offices, conference rooms, parking lots and all outdoor spaces.
3. Responsible for coordination of outside contracted services and in-house repairs throughout facilities and grounds.
4. Monitors building systems for proper operation and assists with repair of these systems as necessary.
5. Perform preventive and corrective maintenance on facilities' systems.
6. Ensure records and other applicable maintenance documentation are kept current and organized.
7. Scheduling routine inspections and emergency repairs with outside vendors.

8. Ensuring proper security measures for the entire church campus, including collaborating with security system vendors or a team of security professionals.
9. Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders and ensure work orders are performed and closed out timely and responsively.
10. Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff. Perform inspections to support La Purisima's operations, including safety reviews and HAZOPS reviews.
11. Schedules the yearly backflow prevention with the City of Orange.
12. Preparing the entire campus for changing weather conditions.
13. Collaborating with the Pastor and Business Manager on budgeting for the parish's needs.
14. Manage suppliers and contractors performing work on campus and ensure services and costs are reviewed and validated.
15. Supports the installation of office furniture, as well as modifications and additions to existing furniture arrangements as required to support changing needs of staff, in addition to personnel moves, additions and changes.
16. Performs other work-related tasks as requested by the Pastor.
17. Attends regular staff meetings.
18. Must be available to work some weekends and holidays.
19. Perform other duties as assigned.

#### **QUALIFICATIONS & EXPERIENCE REQUIRED:**

Candidate must have working knowledge of repairs and replacements on building structures and furnishings such as ceiling tiles, wallboard, plastered walls, resilient floor tiles, carpeting, lighting systems, painted surfaces, wall coverings, internal and external doors and door hardware. Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems. Ability to safely use common power and hand tools. General electrical service skills with control system knowledge are a plus. Public experience in the areas of light construction and remodeling is beneficial.

Must possess the following abilities and proficiencies:

- Proficiency with repair tools and techniques.
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and team members.
- Great time management, organization and prioritization abilities.
- Keen attention to detail and efficient problem-solving skills.
- Strong project management skills.
- Walk around campus; bend, stoop, squat and reach; climb ladders.
- Use judgement related to emergency and safety matters.
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time.

#### **DESIRED:**

- High School Diploma or G.E.D.; technical or trade school certificate in HVAC/Plumbing or associate/bachelor's degree in Facilities Management or an

engineering field. Any coursework or program with practical training in project management, communication, sustainability, and operations management.

- Minimum 10 years' experience in building maintenance and 5 years' experience in management or supervisory role.
- Bilingual: English/Spanish preferable.
- Valid Certified Maintenance Manager (CMM) a plus.
- Experience in the use of Excel, Word and Outlook calendar & email is preferred.
- Familiarity with and adherence to the teachings of the Roman Catholic Church.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Generally, both indoors and outdoors with exposure to various and extreme weather conditions. Often working around campus which requires walking, standing up and driving parish golf cart.
<b>Equipment Used:</b>	Basic computer equipment, copy machines, walkie talkie, landscape equipment, paint materials, hand tools and power tools, including various cleaning equipment.
<b>Essential Physical Tasks:</b>	Communicate, move, reach, climb ladder, remain stationary, and occasionally carry materials as needed weighing up to 50 lbs. without assistance.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Other related duties may be assigned and changed at any time.*