

Church of the Assumption
Glorifying the Lord
with Our Lives

January, 2016

Thank you for responding to the Facilities Supervisor position available at Assumption Parish.

Please read over the position requirements and description in this packet and fill out the employment application. The successful candidate will be asked to submit information for a background check required by the Seattle Archdiocese.

Applications must be turned in by 5:00 pm on Friday, February 19, 2016 to be considered. Interviews will take place the following week.

If you have any questions please feel free to call or email me.

Sincerely,



Karen Zuther
Pastoral Assistant for Administration
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Church of the Assumption

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POSITION REQUIREMENTS

PARISH: Church of the Assumption TITLE: *Facilities Supervisor Level I*

NAME: REPORTS TO: Pastoral Asst for Admin

DATE:

I. COMPETENCIES

- A. Customer/Client Focus
- B. Communication Proficiency
- C. Problem Solving/Analysis
- D. Project Management
- E. Highly Organized
- F. Independent Worker

II. PHYSICAL & OTHER REQUIREMENTS

- A. Work is regularly performed in office, shop and storage environments and is regularly exposed to dust, odors, oil, fumes and noise.
- B. Work is also performed outside on the grounds.
- C. Employee is regularly required to talk or hear. Must be able to stand, walk, use hands and fingers, reach with hands and arms, and lift a minimum of 40 pounds. Use of man-lifts and ladders is also required.
- D. Employee must have own reliable transportation with liability insurance and a valid driver's license.
- E. Position is full-time, hourly with regular hours of work Monday-Friday, 8:00 am to 5:00 pm. However, the position does require the ability to work during nonstandard hours when the need arises.
- F. Will be required to take a Background check and meet Archdiocesan Safe Environment training requirements (initial 3 hour class and regular online updates).
- G. Must attend annual training by Archdiocese for Facilities personnel.
- H. Upon hire, will be required to complete AHERA asbestos and blood borne pathogens training provided by employer.

POSITION DESCRIPTION

PARISH: Church of the Assumption TITLE: *Facilities Supervisor Level I*

NAME: REPORTS TO: Pastoral Asst for Admin

DATE:

I. POSITION PURPOSE

Oversees and/or provides custodial, maintenance and repair services to parish grounds and buildings to enhance the image of the parish and its school, to provide a suitable and healthy environment for building occupants.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Establishes work priorities and provides training and work direction to volunteers and/or janitorial staff.
- B. Maintains an inventory of cleaning supplies and equipment and reorders as appropriate.
- C. Maintains an inventory of hospitality supplies (restroom, kitchen and others) and reorders as appropriate.
- D. Assures the church, pastoral center and gym are maintained in a clean and orderly manner including dust mopping and/or vacuuming floors, cleaning bathrooms, and washing windows.
- E. Assures the parish grounds are maintained in a clean and safe manner to include blowing walkways, and ice and snow removal on a seasonal basis. (Grass cutting is done through a landscape contract.)
- F. Performs preventive maintenance and minor repairs to buildings and grounds to minimize plumbing, mechanical, electrical, and heating system failures.
- G. Assures that scheduled/seasonal maintenance programs are completed in a timely manner.
- H. Maintains wood furnishings which require oiling and maintenance. Could include carpentry repair.
- I. Checks boilers for proper operation, making adjustments as appropriate.

- J. Does the necessary painting, which includes preparing the surfaces for painting.
- K. Changes all lights in the church, pastoral center, gym and outside lighting using ladders and man lifts.
- L. Maintains the Baptismal Font both in water depth and cleanliness.
- M. Secures buildings when not in use.
- N. Assures the collection and disposal of garbage, cardboard, and recycling is done correctly and in a timely manner.
- O. Serves as staff to the Building & Grounds Committee. This is accomplished by attending the meetings, bringing agenda items as needed and assisting the chairperson.
- P. Interfaces with contractors and vendors to request bids and manage projects.
- Q. Serves as a chairperson of the Parish Safety Committee.
- R. Performs other duties as may be assigned.

III. SECONDARY FUNCTIONS

- A. Sets up for special events (e. g. chairs, tables and other event requirements).
- B. Prunes shrubbery and trees as needed

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____