

MAINTENANCE SUPERVISOR

St. Anthony Parish, Upland

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The mission of St. Anthony Parish is to welcome all to join us around the table of the Eucharist, to prepare one another for living the Catholic faith in our daily lives, to send each other out to act justly, serve others, and spread the Good News of Jesus Christ. St. Anthony Parish is currently accepting resumes for a Maintenance Supervisor.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Advise and inform the Pastor/Pastoral Coordinator/Business Manager regarding current condition of diocesan properties.
- In collaboration with the Business Manager, help ensure that contractors have proper licenses/insurance.
- Serve as a resource to persons and diocesan entities that occupy or have an interest in the property.
- Recommend repair or maintenance procedures for the properties on an individual basis.
- Directly supervise the repair or maintenance of Parish properties.
- As needed, perform necessary repairs or maintenance.
- Maintain detailed record keeping and maintenance reports.
- Review and approve invoices pertaining to maintenance department purchases or services.
- Attend meetings as necessary.
- Maintain database of vendors and contractors.
- Be on call 24 hours for emergency purposes including alarm responses.
- Order hospitality and janitorial supplies.
- As necessary, facilitate purchases for the parish.
- As necessary, assist with custodial duties including but not limited to set up, cleaning etc.
- Responsible for maintaining an adequate inventory of janitorial supplies and maintenance tools.
- Develops a budget for maintenance and repairs of the parish.
- Supervises work of commercial vendors.
- Ensures a safe working environment for the parish.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School diploma and related trade school certification.
- Minimum 5 years of experience and broad knowledge of and experience with all construction trades and phases of construction such as electrical, plumbing, painting, roofing, carpentry, etc.
- Must have basic computer skills.
- Must have strong and positive interpersonal relationship skills and ability to effectively interact in a professional and pastoral manner with unique and divergent personalities.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please contact:

Analisa Castro, Business Manager

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2110 N San Antonio Ave, Upland, CA 91784

The Diocese of San Bernardino is an Equal Opportunity Employer.