

**MAINTENANCE SUPERVISOR**  
St. Francis of Assisi, La Quinta  
Salary: Annually \$70,304.00 - \$74,240.00

**The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bring 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.**

**POSITION SUMMARY**

Maintenance Supervisor, assumes the responsibility of the maintenance work for St. Francis of Assisi Catholic Church performs skilled and semiskilled building maintenance and repairs requiring a working knowledge of carpentry, plumbing, and minor electrical work; responsible for general upkeep and cleaning of the church, hall, meeting rooms, and the grounds; performs related work as required.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

1. Assures all buildings and grounds are maintained in a manner that provides a healthy, safe, and attractive physical environment.
2. Prepares meeting rooms, classrooms, and other spaces for parish activities coordinating with the weekly parish calendar.
3. Ensure floors are, polished, mopped and vacuumed, bathrooms are clean, windows are washed, furniture is maintained, and the grounds are maintained in a clean and safe manner.
4. Supervises maintenance and custodial personnel in the parish. Participates in the recruitment and hiring process. Trains, motivates, supports, schedules and evaluates staff. Recommends discipline of staff as appropriate.
5. Reviews and approves maintenance staff time on ADP (TimeSaver).
6. Maintain proper chemical labels on all bottles, in compliance with all OSHA standards.
7. Maintains a list of vendors as needed for contracted services for landscape care, HVAC maintenance, and pest control; assures work is done to specifications.
8. Ensures compliance and implementation of policies as they relate to parish facilities.
9. Performs minor plumbing, electrical, carpentry, and other minor repair work on the facilities when needed.
10. Order and maintain a regular inventory of maintenance supplies and equipment.
11. Coordinate and plan for purchasing materials, products and services.
12. Performs minor construction, and basic mechanical maintenance and implements preventative maintenance schedules on buildings and equipment.
13. Primary contact for facility related emergencies, which may require evening, weekend, or holiday work.
14. Prepares annual facilities capital budget for: maintenance or remodel, roof, parking lot, landscape, equipment (HVAC, kitchen, etc.) and carpet/floor replacement.
15. Coordinates furniture/equipment moves.
16. Work hours are flexible, in cooperation with Pastors directive.
17. Assists in special projects as necessary.
18. Adheres to all Diocesan policies.
19. Attends weekly staff meetings.
20. Maintain confidentiality and personal etiquette.
21. Other duties as assigned.

**QUALIFICATION GUIDELINES:**

1. High School Diploma or Higher Education preferred.
2. High degree of accuracy and attention to detail.
3. Must have effective listening, writing, verbal, and speaking skills;
4. Must have effective organizational, planning, and implementation skills;
5. Bi-lingual and Bi-literate in English/Spanish; able to read, write and speak in both languages effectively; is preferred.
6. Must have ability to interact professionally with all employees and people visiting the parish;
7. 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 30 lbs., 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 send your cover letter and resume to:  
**Eileen Salazar, Human Resource Generalist**  
[esalazar@sbdioocese.org](mailto:esalazar@sbdioocese.org)

The Diocese of San Bernardino is an Equal Opportunity Employer.