

ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

Superintendent - Maintenance Staff

I. IDENTIFYING INFORMATION

Position Title: Superintendent of Maintenance
Location: Bishop Chatard High School
Status: Full Time
FLSA: Non-Exempt
Reports to: Vice Principal of School Operations
Supervises: Maintenance staff/night cleaning

II. PRIMARY FUNCTIONS

The superintendent of maintenance is responsible for the appearance and regular upkeep of all facilities and fixtures located on the school campus in addition to the grounds. This position provides coordinated janitorial services, scheduled maintenance, oversight of contracted services, moving of equipment, set-up and cleaning services for evening and weekend activities in school facilities, and grounds maintenance at Bishop Chatard High School.

III. POSITION CONTENT

a. ESSENTIAL FUNCTIONS

Major Responsibilities and Regular Activities of Position:

1. Oversight of general cleaning of the St. Benedict Center including the school chapel, main building classrooms, hallways, public bathrooms, meeting rooms, drinking fountains, offices, cafeteria, gym, entrances, and kitchen, etc. on a regular schedule. When required, assistance with such a variety of cleaning tasks.
2. Oversees, and performs when required, regular maintenance such as replacing light bulbs, replacing air filters and other preventative maintenance measures.
3. Checks outside of buildings and grounds for damage, litter, and/or conditions of general deterioration.
4. Assists grounds persons as needed by performing mowing, raking, and weathering of grounds, ice and snow removal, as part of grounds maintenance assistance.
5. Schedule monthly, semi-annual, or annual janitorial duties, i.e., floor waxing, painting, window washing, carpet cleaning, etc. for maintenance staff to complete.
6. Provides set-up and cleaning of facilities for evening and weekend activities.
7. Ensures maintenance staff inspects and cleans walls/restrooms for graffiti and markings as needed.
8. Assist Groundskeeper as needed with the landscaping of school grounds when requested.
9. Other duties as necessary to ensure the efficient functioning of the school building and grounds.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills.
2. Lead maintenance staff and promote a positive work culture that emphasizes a clean, safe environment for all staff at Bishop Chatard High School
3. Ability to reach, bend, stoop, kneel, and stand for extended periods
4. Ability to lift up to 40 pounds and to have complete mobility in the buildings and grounds.
5. Ability to perform essential functions of the position without creating a danger to self or others.
6. While performing the duties of this position, the employee is required to stand, sit, walk, talk, feel, hear, and handle
7. Ability to work with minimal direction. Self-motivated
8. General knowledge of mechanical and janitorial equipment and their application.
9. Ability to organize and manage workload to meet deadlines
10. Ability to handle multiple projects and priorities simultaneously
11. Willingness to support and foster the Church's mission

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. High school diploma, GED and the equivalent combination of education and work experience that allows the employee to perform the required work
2. Must be able to comply with the Archdiocese of Indianapolis Code of Conduct
3. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
4. Background screening required
5. Valid driver's license required

V. WORKING ENVIRONMENT

Work is performed indoors and outdoors as needed. Possible exposure to weather and temperature changes. Possible exposure to cleaning chemicals and bodily fluids. Requires complete mobility in the building and grounds for long periods. Involves weekend, evening, and on-call hours. Frequent lifting.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description:

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____