

Ministry Profile

Director of Buildings & Grounds

DESCRIPTION: Maintain and keep clean the parish facilities (church, school, rectory, and grounds) along with parish equipment. A basic knowledge of plumbing, electrical, and carpentry skills will be used. The position requires the ability:

- to make recommendations to the Pastor and Buildings and Grounds Committee regarding necessary plans and work on parish buildings
- to supervise other custodial employees/volunteers
- to coordinate with hired professionals
- maintain a budget and the ability to order proper supplies/tools/equipment
- This is a full-time position, 40 hours a week, with limited weekend hours
- Includes Paid Time Off, Benefits, and Employer Matching retirement contributions

QUALIFICATIONS: Experience in building maintenance involving supervision of maintenance workers, ordering of supplies, following a budget, maintaining and proper use of equipment and tools, etc. Basic knowledge of plumbing, electrical and carpentry skills. Ability to work in elevated areas, climb, and work on ladders, and ability to lift 50 to 100 lbs. periodically. Valid Wisconsin Driver's License and a personal vehicle available for use. Custodian must pass a background check and meet the Safe Environment Program requirements at all times.

DUTIES/RESPONSIBILITIES:

- Keep in good order Janitor's rooms, boiler rooms, and mechanical rooms
- Unlocking and closing of doors Monday-Friday
- Clean/Inspect bathrooms, drinking fountains, hallways, lunchroom, classrooms daily
- Change light bulbs and ballasts as needed
- Vacuum church once a week
- Dust as needed
- Deep clean school in summer
- Maintain cooling/heating systems
- Maintain parish grounds to include lawn care/snow removal (to include as needed on weekends and holidays)
- Know how the fire alarm system works and train others as needed
- Washing of windows, walls and painting areas of parish property when necessary
- Repair equipment as needed
- Other duties as assigned by the Pastor and Principal