



**Our Lady's Immaculate Heart Church**  
**510 E. First Street**  
**Ankeny, Iowa 50021**  
**Phone (515) 964-3038**

**POSITION DESCRIPTION – MAINTENANCE LEADER**

**I. IDENTIFYING INFORMATION      Status:**

- |                                     |           |                          |            |           |
|-------------------------------------|-----------|--------------------------|------------|-----------|
| <input checked="" type="checkbox"/> | Full-time | <input type="checkbox"/> | Part-time  |           |
| <input checked="" type="checkbox"/> | 12 Month  | <input type="checkbox"/> | 10 Month   | Other:    |
|                                     | Exempt    | <input type="checkbox"/> | Non-exempt | Volunteer |

Reports to: Business Manager

**II. ESSENTIAL FUNCTION OF THIS POSITION**

To coordinate all aspects of maintenance to ensure a safe, secure, efficient, well maintained and clean environment for all parish buildings, grounds and trained janitorial staff.

**III. POSITION CONTENT**

**A. Major Position Responsibilities and Regular Activities**

1. Establish weekly work schedules/time reporting/customer service and janitorial training for full and part time/temporary janitorial staff to ensure daily/weekly cleaning/maintenance of buildings, with hands-on participation, utilizes two-way radios.
2. Inspect and ensure timely maintenance/repair of all mechanicals in all buildings and respond to emergent calls for repairs/malfunctions/HVAC failures via phone or on site to troubleshoot/repair.
3. Ensure appropriate grounds keeping, including yard work, trash and snow removal.
4. Order and maintain adequate quantities of janitorial, kitchen and liturgical supplies.
5. Coordinate access to rented facilities, provide facility use agreements and set cleaning schedules for the same spaces.
5. Review and update master site and asset management plans for parish property/facilities.
6. Provides specifications for projects, secures competitive bids, recommendations to Business Manager with timelines and vendors/contractors.

**B. Other Duties:** assigned.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. Skills, Knowledge and/or Abilities**

1. Ability to organize and execute efficient maintenance or remodeling projects.
2. Ability to work well independently or in a team; supervise maintenance/janitorial full and part time staff, coordinate time keeping, self and staff training.
3. Time management and basic math skills to include measurements and basic mixing ratios.
4. Ability to interface with mechanical service providers, providing great customer service to all including parishioners and the public.

5. Maintain professionalism with computer skills, timekeeping, vendor/customer relationships.
6. Ability to provide transportation for job-related responsibilities, able to work days, evenings, weekends and holidays when scheduled or in emergencies.
7. Able to honor and maintain confidentiality, interpret a variety of instructions, treats all with respect, delivers exceptional service.
8. The Maintenance leader will regularly lift and or move up to 50 pounds, be able to work with cleaning chemicals with appropriate personal protective equipment (PPE).

B. Education, Training and/or Experience

1. High school diploma or equivalent, valid driver's license
2. Previous maintenance and or leader experience
3. Fluency in English, bilingual in Spanish preferred.

V. WORKING ENVIRONMENT

This position works on regular weekday hours, with occasional evening and/or weekend/holiday work possible. Excessive manual labor with exposure to inclement weather conditions expected.