

## St. John Vianney Parish – Kirkland – Location 0081

**POSITION TITLE:** Facility Supervisor      **PAY RATE:**                \$25-\$32/hour

**NAME:**    **REPORTS TO:**                PAA/Facility Manager

**Position Type:** Full-time, 30-40 hours, to be agreed upon with manager.

**POSITION PURPOSE – The Facility Supervisor provides for the daily and long-term general maintenance and cleanliness of all St. John Vianney parish buildings and grounds in an effective and efficient manner, including electrical, plumbing, lighting, and heating (natural gas boilers), with an eye for safety and security. The Facilities Supervisor exhibits a Stewardship mindset and is proactive in looking at the needs of the facilities, as if he/she were the owner of the property.**

**Holy Family Parish in Kirkland (HFK) and St. John Vianney in Kirkland (SJV) are being brought together into one Parish Family, however, this position is currently envisioned to be primarily based at the SJV campus. The Facilities team will work together to provide for the facility needs at both campuses including the school at HFK.**

## MAJOR DUTIES AND RESPONSIBILITIES

1. Daily walk-through of the facility, including preschool and playground areas, with an eye toward any safety issues. Checks all HVAC equipment, thermostats, fire panels, lighting and lighting time clocks on a daily basis to confirm proper operation and accuracy.
2. In collaboration with the Parish Family Facilities Manager, develops and implements an annual work plan and schedule for facility operations and maintenance. Performs preventative maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, fire, security, lighting, and heating system (boilers) failures.
3. Is the primary person to diagnose problems and perform repairs to SJV facilities, with broad experience with construction, carpentry, roofing, painting, plumbing, electrical, mechanical, and with a focus on avoiding the need to hire outside contractors, other than for established regular services.
4. Performs minor HVAC maintenance duties including daily checks for proper operation of thermostats, heat pumps, RTU's, air handlers, ERV's, boiler, circulation pumps, fan coil units, exhaust fans, etc. vacuuming out floor, wall and ceiling vents, refrigerator compressors, and providing annual maintenance to hot water tanks.
5. Acts as Safety Officer at SJV and directs safety program. Maintains vigilance regarding safety issues either present or potential and acts effectively to promptly correct or protect persons and property from danger or damage. Remains current of safety compliance requirements and sees that they are met.

6. Assures emergency systems are working properly including testing and/or replacing back-up batteries form emergency lights, exit signs, smoke detectors, and fire alarm systems, and regular cleaning of smoke detectors.
7. Communicates daily with parish family Facilities Manager and as needed.
8. Keeps the work garage, sheds, closets and workspaces properly stocked, cleaned, and organized.
9. Keeps an accurate inventory list of equipment owned by SJV and its condition.
10. Maintains an inventory of cleaning, restroom, maintenance, and hospitality supplies at SJV and reorders as appropriate. Facilitates garbage/recycling removal by following weekly pick-up schedule and placing containers in appropriate locations as needed.
11. Fills in as needed for church janitorial in the absence of the contract cleaner, or in-between contract cleaning times as needed.
12. Provides work direction to volunteers who may assist with special projects at SJV.
13. Sets up and tears down for SJV or HFK special events (e.g. chairs, tables, and other equipment for special events), as needed or coordinates this with volunteers.
14. Assures that grounds are properly watered, maintains drip irrigation system, and watering hoses, sprinkler heads, timers, etc. Along with the gardening committees, assures the best possible environment and care of existing gardens.
15. Assures the parish grounds are maintained in a clean and safe manner on a weekly basis during the growing season. This includes edging and mowing lawns, irrigation and fertilization as scheduled, weeding flowerbeds and pruning shrubs and trees as required, and keeping the building entrances and walkways clear of debris, and emptying all outside trash receptacles.
16. Provides emergency response in cases of property damage or weather-related issues for SJV and HFK properties which could mean prolonged exposure to wind, rain, and cold.
17. Assures the parish grounds are maintained in a clean and safe manner on a seasonal basis. This is accomplished by removing leaves and debris from the grounds as needed in the fall, removing snow and ice from all walkways as needed in the winter, and keeping roofs and gutters clean and clear of debris on a regular basis year-round.
18. Some knowledge of technology and the ability to use excel/word/email as well as the ability to troubleshoot the security system and assist with the a/v system.
19. Is available on-call 24 hours/day for emergencies (except during vacation time).
20. Assures necessary facilities-related support to all parish programs and special events at both SJV and HFK.
21. From time-to-time provide supplemental support to our wider Facilities team at either campus.
22. Performs other duties as may be assigned by the Facilities Manager.

## Qualifications

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- Has demonstrated good communication skills and is able to take direction as needed
- Is well organized with an attention to detail and adept in problem-solving
- Proven experience as a facility maintenance worker/handyman
- Has managed contracts.
- Experience with hardware, tools, and electrical equipment
- Basic understanding of electrical, plumbing and mechanical systems.
- Some knowledge of natural gas HVAC systems helpful
- The candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation
  - Scale ladders and use mechanical lifts to access roofs and “high-reach” areas
  - Frequently moves boxes weighing up to 50lbs across campus
  - Frequently stands, kneels, reaches, bends, grabs, holds, twists etc. to perform maintenance tasks.
  - Works indoors and outdoors throughout the year as duties require.
  - Ability to walk, bend, stand, and/or kneel for the duration of shift
  - Ability to carry and use tools to perform tasks: vacuums, backpack vacuums, mops, brooms, brushes, ladders, stools, riding mower, saws, lawn equipment, etc.
  - Knowledge of and ability to work with chemical cleaning agents
  - Ability and willingness to engage with parishioners and guests in a professional and respectful manner.
  - Must attend Archdiocese trainings as required
  - Must Pass Background Check as prescribed by the Archdiocese of Seattle.
  - Must provide 2 prior supervisor references (Not related to you)
  - Regular and dependable attendance

**▪ WORKING CONDITIONS, PHYSICAL REQUIREMENTS & ENVIRONMENT**

▪	<b>IN A USUAL WORKDAY, THIS JOB REQUIRES:</b>	
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▪	<b>N = NEVER</b>	<b>(0 hours per day)</b>
▪	<b>R = RARELY</b>	<b>(Less than ½ hours per day)</b>
▪	<b>O = OCCASIONALLY</b>	<b>(1/2 – 2.5 hours per day)</b>
▪	<b>F = FREQUENTLY</b>	<b>(2.5 – 5.5 hours per day)</b>
▪	<b>C = CONTINUALLY</b>	<b>(5.5 – 8 hours per day)</b>
▪		

	N	R	O	F	C
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**▪ I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)**

1 – 10 lbs.				X	
11- 20 lbs.				X	
21- 35 lbs.			X		
36 –50 lbs.		X			
51 –75 lbs.		X			
76–100 lbs.		X			

**▪ II. PUSHING/PULLING (Amount of force exerted to push and/or pull)**

1 –10 lbs.				X	
11-20 lbs.				X	
21-35 lbs.		X			
36-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				

**▪ III. POSTURES/MOVEMENTS**

Sitting			X		
Standing				X	
Walking					X
Stooping, kneeling, crouching and/or crawling			X		
Reaching and/or grasping				X	
Hand/finger dexterity					X
Climbing and/or balancing			X		
Carrying, pushing and/or pulling				X	

**▪ IV. COGNITIVE/SENSITIVE**

Talking			X		
Hearing				X	
Sight (Addendum: Acuity, color blindness)				X	

▪ **V. OCCUPATIONAL ASPECTS**

<b>A. Work Environment</b>					
Working Inside			X		
Working Outside				X	
Changing Temperatures			X		
Wet/Humid Conditions			X		
Areas of dust, odors, mist, gases, or other airborne matter		X			
Mechanical, electrical and/or other hazards		X			
Confined Spaces		X			

▪ **B. Other Aspects**

Infectious Agents		X			
Chemicals		X			
<b>C. Special Equipment/Clothing/PPE</b>				X	

- The above describes the general content of, and requirements for, the performance of this position. It is not an exhaustive statement of duties, responsibilities, or requirements, and does not limit the assignment of additional duties at the discretion of the supervisor under the direction of the Archbishop.