

Head of Maintenance (Parish)
Job Description- St. Bridget Parish
Updated August, 2025

Overview: This position is responsible for overseeing the maintenance and janitorial duties for the church and school and maintenance needs at the rectory and cemetery as needed. An office space in the school and workspace in the church will be provided.

Qualifications: This person is self-motivated and has a strong work ethic. Has ability to communicate effectively both orally and written in English. Has education or experience in building and grounds management as well as knowledge and training in plumbing, electrical, HVAC systems, carpentry and painting. Works well as a team member or independently.

Reports To: Parish Administrator

Hours: Full-time 40 hours per week (occasional evening or weekend work hours as needed)

Primary Responsibilities:

1. Cleaning of school includes offices, classrooms, hallways, kitchen, bathrooms, locker rooms and gym.
2. Cleaning includes, but not limited to, dust/wet mopping, removal of trash and recycling, dusting, vacuuming and cleaning toilets, urinals and sinks with appropriate chemical cleaners.
3. Scrubbing, stripping and re-waxing of floors.
4. Safety and security of the buildings and grounds
5. Maintenance and repair of school, church and rectory mechanical systems as able
6. Contact authorized service/repair company if unable to complete internally.
7. Maintain a preventative maintenance schedule for church and school HVAC systems
8. Assist parish administrator with supervision of contracted improvement projects
9. Schedule annual service for fire systems, fire extinguishers, hood suppression and hood cleaning.
10. Light snow removal and salting of sidewalks to supplement our contracted services
11. Upkeep of outdoor hedge trimming and light landscaping as needed
12. Ordering and stocking all janitorial supplies
13. Serve as primary person to program the HVAC systems at school
14. Assist in set up & take down for church and school events as needed
15. Oversee part-time maintenance and janitorial staff
16. Advise committees/administrator on needed expenditures and maintenance
17. Assist with annual budget preparation

Additional Responsibilities:

1. Serve as a member of the building and facilities committee
2. Serve as main contact person for vendor service personnel for church and school
3. Open and lock up buildings as needed/requested
4. Other duties as assigned

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to stand, walk, reach with hands and arms, climb stairs, talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, taste and smell..

The employee must frequently lift and/or move up to 30 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. The employee may be required to drive a vehicle.

Employees signature

Date