**POSITION TITLE:**

St. Genevieve-St. Maurice Parish Livonia Maintenance Supervisor

**POSITION SUMMARY:**

Carry out repairs, maintenance, and janitorial tasks for parish campus facilities and grounds, as well as event setup. Help to ensure a clean, safe, well-maintained environment.

**HOURS:**

Full-time, non-exempt position (40 hours/week)

After hours work in case of emergency or weather-related events

**BENEFITS:**

Medical and dental insurance, life insurance, pension, paid time off

**JOB SCOPE:**

* Routine repairs to parish equipment and facilities
* Operate various hand and power tools for routine plumbing, mechanical or carpentry repairs; boiler experience helpful
* Maintain logs for work performed including preventative and routine maintenance
* Schedule and document all regular inspections
* Maintain MSD sheets
* Perform regular janitorial duties in church, Activities Center, Faith Formation office, and meeting rooms
* Keep inventory of maintenance supplies and report shortages for ordering
* Keep parking lots, walkways, flower beds free of weeds and debris
* Keep walkways clear of snow and ice
* Event set-up and tear down for meetings, parish activities and classroom activities
* Available for emergencies during off hours

**MINIMUM QUALIFICATIONS:**

* High School diploma or equivalent
* Integrity, self-motivation, and self-discipline with the ability to maintain confidence
* Valid driver’s license
* Some experience with plumbing, electrical, and carpentry
* Be able to bend, climb, reach, and lift heavy objects
* Completion of Archdiocesan Protecting God’s Children and background check

If interested, please send resume to Colleen Biddinger, Business Manager, at cbiddinger@stgenevieve.org