

Marian Catholic High School

Position Description

Job Title: Maintenance Manager

Job Status: Full Time

Reporting Functions: Dean of Students

Job Function: The Maintenance Manager is an experienced multi-trade coordinator who leads, motivates, and manages the custodial team. The Maintenance Manager is the primary source regarding the installation, maintenance, and repair of Marian Catholic's facilities. Provides technical and budget support for project planning and upkeep of Marian Catholic's facilities. The Maintenance Manager is also the responsible for the upkeep of school grounds, including but not limited to lawn-mowing, landscaping, preparation of athletic fields, and snow removal in the winter.

Duties and Responsibilities:

1. Assesses incidents and complaints as needed and/or assigned. (e.g. damaged infrastructure, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.
2. Responsible for the development and monitoring of expenditures and related financial activities for the purpose of ensuring that allocations are accurately recorded and expenses are within budget limits.
3. Responsible for maintaining school grounds (This includes lawns, fields, landscaping, etc.), including painting of fields for athletic contests.
4. Responsible for maintenance of Sewer Plant, and collecting samples to be sent out for testing in order to maintain state compliance. Also responsible with custodial staff to collect water samples for testing in order to maintain local and state compliance.
5. Responsible for snow removal around campus, using school plow and salt truck, during winter months.
6. Responsible for maintaining and monitoring school heating system and programming boiler to operate in a functional manner.
7. Assists in the personnel management of employees for the purpose of maintaining staffing needs and productivity of the work force.
8. Collaborates with internal and external personnel (Administrators, auditors, public agencies, community members, construction engineers, architects, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
9. Coordinates hazardous material (asbestos) containment and/or removal for the purpose of ensuring the School maintains a safe environment in accordance with all relevant legal regulations and guidelines.
10. Facilitates and/or participates in meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff and serving as a School representative.

Marian Catholic High School – Tamaqua, PA

11. Inspects aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements, and inspection reports and payment requests are correct.
12. Assists in the monitoring of school safety and preventive maintenance programs for the purpose of ensuring the school is maintained in a safe condition and in compliance with OSHA/TOSHA requirements.
13. Prepares a wide variety of written correspondence (e.g. memos, emails, reports, policy/procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
14. Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
15. Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of school services.
16. Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns and mitigating damage to school property.
17. Any other task as request at the discretion of the Dean of Students for the betterment and safety of school grounds.

Requirements:

1. PA State Police Clearance (ACT 34), Child Abuse Clearance (ACT 151), FBI Fingerprints (ACT 114), and other Diocesan requirements upon hire.
2. Experience in Maintenance required, school maintenance experience preferred.

Skills, Knowledge and/or Abilities:

1. Complete everyday operations on your feet, being able to lift 50lbs as needed.
2. Basic knowledge and experience in HVAC, Electrical, Plumbing, Carpentry, and general repairs.
3. Excellent interpersonal skills, communication with emails, etc
4. Organizational skills, strong attention to detail
5. Knowledge of OSHA/TOSHA requirements, in addition to Asbestos training.
6. A high level of integrity and professionalism

Working Conditions: High school environment. Year-round position: may be required to work outside of shift hours to complete certain tasks. Must attend appropriate/necessary meetings that may be beyond normal school hours.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Reviewed by: _____ Date _____
Employee

School Principal Date _____