

PARISH: TITLE: *Facilities Supervisor Level II*
NAME: REPORTS TO:
DATE: GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Oversees the daily and long term maintenance, construction/renovation programs. Administers daily operations including grounds, maintenance, janitorial, safety, security, transportation and energy management systems for large parishes or those with multiple sites.

II. ESSENTIAL POSITION DUTIES:

- A. Represents the parish when dealing with outside contractors in all major
- B. maintenance, construction and renovation projects.
- C. Identifies outside contractors, vendors and service providers and negotiates contracts.
- D. Purchases supplies and equipment from vendors.
- E. Oversees the on-going maintenance of buildings and grounds.
- F. Directs safety program.
- G. Provides direct supervision to the maintenance staff and volunteers.
- H. Prepares and administers annual operating and capital budgets.
- I. Assures upkeep for vehicles owned by the parish.
- J. Coordinates land purchase and sale transactions as appropriate.
- K. Assures security of facilities, including key access systems.
- L. Directs and implements the annual and long range work plan regarding plant operations and maintenance.

- M. Coordinates the parish energy management program.
- N. Is available on-call 24 hours/day for emergencies.
- O. Participates in staff retreats.
- P. Assures necessary facilities-related support to all parish programs and special events.
- Q. Performs other duties as may be assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____