

*The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, Holy Trinity Catholic Church is seeking a Facilities Maintenance Supervisor.*

**Title:** Facilities Maintenance Supervisor

**FLSA Status:** Exempt

**Position Summary:**

Supervises the maintenance, renovation, restoration and upkeep of numerous parish/school buildings and grounds including mechanical, plumbing and electrical systems. Conducts preventative maintenance, safety and energy conservation audits.

**Supervisor:** Pastor

**Essential Functions:**

- Oversees the proper maintenance of all building structures/systems; makes recommendations for repairs and maintenance projects
- Arranges proper and timely inspections of all systems to meet both insurance and ADW standards
- Maintains a cost-effective inventory of supplies
- Provides hands-on carpentry, landscape, electrical, plumbing and painting services, as appropriate
- Oversees the hiring and performance of contractors working the physical buildings/grounds
- Directs and assists with the set-up of furnishings/equipment/decorations needed for meetings/functions/liturgical environment
- Maintains clergy automobiles including inspections, repairs, etc.
- Prepares annual facilities budget in conjunction with the Finance Director
- Hires and supervises all maintenance workers and custodial staff, includes conducting annual job performance appraisals.

**Qualifications:**

- Extensive experience in buildings and grounds management.
- Basic knowledge of electrical, HVAC, plumbing and other mechanical systems; as well as basic repair and maintenance skills in these areas.
- Working knowledge of Microsoft Office Suite, email, Google calendar.
- Willingness and availability to be “on call” for emergencies.
- Ability to lift 75lbs and climb ladders.

**Working Conditions:** This is a full-time, Monday-Friday position. Some evening and weekend work may be required.

**Apply:** Please send cover letter and resume to [agrady@trinity.org](mailto:agrady@trinity.org) or mail to Attn: HR Director Holy Trinity Catholic Church 3513 N Street, NW, Washington, DC 20007.