



# HOLY SPIRIT FREMONT

## **Holy Spirit Parish & School**

**Job Description: Maintenance Technician Lead**

**Job Classification: S-4**

**Hourly Rate: \$25.00 - \$29.00**

**Category: Non-Exempt**

**Reports to: Business Manager**

Holy Spirit Parish & School is seeking a qualified individual as our part-time, 23 hours per week, Maintenance Technician Lead. The successful candidate will be responsible for providing preventative and predictive routine maintenance work, semi-skilled carpentry and plumbing work along with other minor buildings and grounds repair work throughout the campus. The Maintenance Technician Lead will need to be very knowledgeable in maintenance work and must be proactive and self-motivated in identifying and fixing needed repairs. In addition to the hands-on work required for this position, the Maintenance Lead will also be responsible for managing on-site vendors who are assisting with larger maintenance repairs.

Within this brief description, the Maintenance Technician Lead will:

### **RESPONSIBILITIES**

- Perform the full range of maintenance support with some general contractor type responsibilities
- Responsible for and personally maintains, renovates, restores, and sees to the upkeep of the buildings, mechanical, plumbing and electrical systems and grounds.
- Routinely inspects grounds and buildings for safety hazards and corrects immediately
- Assures that the condition and cleanliness of all buildings and grounds meets and/or exceeds expectations of parish leadership team
- Participates in the identifying, selecting and management of all outside contractors
- Works with program/ministry leaders in coordinating facilities usage and setup in support of work and meeting needs.
- Coordinates with outside janitorial company to ensure proper inventory of supplies
- Maintains system for efficient ordering of all supplies and an organized maintenance workroom
- Participates as appropriate in staff meetings and other meetings as necessary including all campus safety meetings
- Other duties as assigned by the Pastor, Business Manager and School Principal

### **QUALIFICATIONS**

- 8+ Years' experience in related position
- High School graduate
- Bi-lingual in Spanish (preferred, but not required)
- Must have general contractor and maintenance knowledge and experience
- Excellent organizational and interpersonal skills
- Detail-oriented, deadline-aware, persistent, helpful, team-minded and personable
- Must be able to work occasional nights and weekends

This is a part time, 20-23 hours per week non-exempt position. Salary is based upon the Diocesan Scale and depends on qualifications and experience. Interested candidates, please send cover letter and resume to Eric Hom, Business Manager at [eric@holyspiritfremont.org](mailto:eric@holyspiritfremont.org).