



JOB DESCRIPTION

Diocese of Fall River

JOB TITLE: Maintenance Manager

Erase your old image of working for “The Church”. **The Diocese of Fall River** is seeking a full-time Maintenance Manager to join our team in Fall River that is second to none! We are seeking a warm, friendly and accommodating professional of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!” **The Diocese of Fall River** is standing on the threshold of a life-changing chapter in its 113-year history and we are looking for someone who is driven to be an integral part of this exciting team

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a variety of facilities, maintenance and office duties for the Diocese of Fall River’s 5 building campus. Some of the job responsibilities include but are not limited to:

- Making sure the grounds are well-maintained and litter-free
- Contracting with and overseeing landscaping services
- Snow blowing and shoveling snow so all walkways and stairs are cleared and safe
- Contracting and overseeing snowplowing services
- Handling all organization’s mail by picking it up, sorting, stamping and delivering it on a daily basis
- Ordering all office and organization supplies
- Cleaning the buildings such as vacuuming, washing windows, cleaning restrooms and work areas, restocking supplies in restrooms and breakrooms, emptying trash, emptying recyclables, replacing light bulbs and other light maintenance duties, etc.
- Responding to any property emergencies
- Performing repair and maintenance throughout the buildings as well as overseeing vendors that may be needed such as electricians, plumbers, HVAC technicians, phone service representatives, burglar alarm technicians, etc.
- Maintaining all onsite vehicles
- Running various errands when necessary
- Other duties as assigned

QUALIFICATIONS:

- Must be a person of high integrity who possesses a strong work ethic
- Must possess sufficient knowledge in the areas of building maintenance and office environment
- Must possess a collaborative workstyle and enjoy being part of a strong and unified team of professionals
- Must be able to lift a minimum of 35 lbs
- A minimum of 2 years of custodial, facilities or maintenance experience preferred

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager. E-mail: mbertoldi@dioc-fr.org ; Confidential Fax: (508)689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer