

## Staff Job Description

**Job Title:** Building Maintenance  
**Reports To:** Bishop Lane Retreat Center Manager  
**FLSA Status:** Non-exempt

**Summary Statement:** Responsible for maintenance of the various buildings, equipment, and property at the Bishop Lane Retreat Center to ensure safety of all who are on property. Develop and maintain master plan for upkeep and repairs. Attend various meetings as required.

### Essential Duties and Responsibilities:

1. Complete routine maintenance and small projects necessary to keep all buildings in safe/good working conditions (electrical, HVAC, plumbing, lighting etc.) on property.
2. Perform preventive maintenance on a regular schedule.
3. Repair kitchen and laundry room equipment as needed.
4. Possess knowledge of alarm systems on property – security and fire.
5. Process maintenance request forms submitted for repairs and prioritize based on urgency.
6. Coordinate securing competitive bids for services when needed per Diocesan policy.
7. Perform landscaping needs (remove fallen trees on trails, weed and mulch flower beds, etc.).
8. Ensure pest control measures are maintained.
9. Maintain equipment in safe working order.
10. Order maintenance and cleaning supplies.
11. Arrange set-up of meeting spaces based on needs for each group (tables/chairs, technology etc.).
12. Assist groups with event needs (room set-up, equipment, special requests, etc.)
13. Assist with housekeeping when needed due to multiple events scheduled, staff shortages, etc..
14. Accept deliveries and distribute accordingly.
15. Assist with after-hours group needs and emergencies.

### Requirements:

- High School Diploma or equivalent combination of education and experience.
- Previous building and grounds maintenance experience required including basic electrical and plumbing skills.
- Ability to lift 50 pounds with or without assistance.
- Ability to work as part of a team, prioritize multiple duties, and communicate effectively both in writing and verbally.

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Edith Navarro at: [enavarro@rockforddiocese.org](mailto:enavarro@rockforddiocese.org)