

DIRECTOR OF MAINTENANCE

I. GROUNDS MAINTENANCE

- A. Winter Months**
1. Arrange for snow removal of parking lot if accumulation is more than 1”
2. Clear sidewalks at the earliest convenience for:
- a. Weekend Masses and Holy Days
 - b. Religious Education sessions
 - c. Meetings and activities throughout the week (when possible)
3. Salt walks
4. Maintain snow removal equipment
5. Keep inventory of materials needed to carry out above responsibilities
- B. Summer Months**
1. Lawn Care
- a. Trim Bushes/Shrubs/Trees
2. Weed and Mulch Beds
(except K of C monument area)
3. Maintain lawn care equipment
4. Keep inventory of materials needed to carry out above responsibilities

II. BUILDING MAINTENANCE

- A. Routine maintenance of all buildings, grounds and related equipment on St. Joseph compound**
- B. Construction or Remodeling projects upon need**

III. PROPOSALS/BIDS/INSPECTION

- A. Secure bids for all major construction or improvement projects**
- B. Act as Project Coordinator of projects**
- C. Inspect Work Progression**

IV. GENERAL DUTIES

- A. Upon event planner's request- set up/take down hall tables and chairs**
- B. Table/Chair Rental Coordinator**

