

Diocese of Sacramento
JOB DESCRIPTION

LOCATION: Camp Pendola
17888 Mill Rd, Camptonville, CA

POSITION STATUS: F/T -Hourly

SCHEDULE: Varies

POSITION: Facility Supervisor

CATEGORY: Non-Exempt

SUPERVISOR: Director of Camp Pendola and TPCC

JOB SUMMARY: The Facilities Supervisor, under the direction of the Director of Camp Pendola, supervises all aspects of maintenance to ensure a safe and efficient physical plant. The Facilities Supervisor coordinates the use of the facilities, furnishings, and equipment by various rental groups, Diocesan events, and summer camp. The Facilities Supervisor provides routine cleaning and maintenance of the facilities and its grounds to ensure a clean and safe environment. Housing on site is provided.

ESSENTIAL FUNCTIONS:

- Ensures the maintenance and upkeep of all buildings and equipment. Keeps accurate records on expenditures, weekly schedules, and monthly reports. Prepares and submits needed documents in all of these areas as needed or requested.
- Assures the completion of a preventative maintenance program for buildings, grounds, and equipment as scheduled and assigned by the Director. Ensures that facilities and equipment meet federal, state, ACA, and local regulations.
- Completes maintenance tasks as assigned and brings any concerns/hazards to the attention of the supervisor. Collaborates with seasonal staff, contracted workers, and volunteers to complete any additional tasks as requested.
- Maintains and organizes work area to ensure that tools and equipment are accounted for and in good repair.
- Engages in the proper safety practices and follows proper safety protocols for the Diocese when working at heights, on ladders, with chemicals or power tools, or as other situations warrant.
- Maintains the upkeep and cleanliness of the facilities and grounds.
- Assist with TPCC (in Colfax) facility maintenance as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: High school diploma or equivalent.
- Experience: Previous maintenance and property management experience preferred.
- Must own transportation and possess a valid California State driver's license.
- Ability to use Microsoft Windows Office Professional programs.
- CPR and First Aid Certification Required or ability to pass.

SKILLS / KNOWLEDGE:

Knowledge of maintenance in the fields of carpentry, electrical work, cement work, plumbing, sanitation, mechanics, locksmith work, air conditioning, grounds maintenance, and janitorial care. Must possess the ability to understand a variety of technical subjects relating to maintenance; ability to communicate effectively; familiarity with church and school environments; ability to work independently and as a team.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE