

The Buildings and Grounds Supervisor is responsible for overseeing the maintenance of all of Bellarmine's buildings and property to ensure that Bellarmine is a quiet, comfortable, prayerful, and safe place to visit and work. The facility includes the main retreat house with over 60 guest rooms, two Chapels, residence, cottage, coach house, barn and well house, all on 80 acres. This is a hands-on position ensuring the physical plant and systems are in good working condition. This is a full time, salaried, on-call position and includes both full health benefits and a 403b plan.

Preventative Maintenance, Repairs and Oversight

- Ensures the optimal functioning, regular maintenance and basic repairs of the facility equipment, including but not limited to boilers, HVAC systems, plumbing, water softeners, compressors, wells, elevators, sewerage plant, kitchen equipment, phone system, fire protection system, irrigation system, electrical, security, lighting, audio visual and other mechanical systems.
- Daily and weekly inspection of the facility to identify and complete necessary repairs to ensure retreats are not impacted by repair work.
- Supervise one full time and one part time staff member
- Responsible for grounds and related maintenance and equipment including mowing and snowplowing and coordinating vendor relationships to support this work. Maintenance of autos, tractors, mechanical yard and garden equipment.
- Responsible for procurement of bids from outside services necessary to complete proper maintenance of physical plant and grounds.
- Maintain building supplies as needed and approve vendor invoices.
- Maintain proper records and maintenance schedules

Communication, Collaboration and Planning

- Work closely with internal teams to prepare the retreat house for all retreat groups. Including conference room setups and some custodial work.
- Capital project planning in coordination with Associate Director
- Attend weekly staff meetings, quarterly Board buildings and grounds committee meetings
- Support the efforts of volunteers
- With the Associate Director plan the capital budget spending
- Proactive communication via phone, email and text when necessary with the Associate Director and key staff members when responding to emergency calls

Requirements

- A minimum 10 years direct related work experience
- Support the work of Jesuits, staff members and volunteers with willing collaboration, support for all our teams, proactive communication, kindness, excellent customer service and a flexible can-do attitude
- Working knowledge of plumbing, HVAC and electrical systems, and OSHA and EPA regulations

- Good basic craftsman capabilities and knowledge
- Ability to read write and speak the English language
- Proficient with email, sending attachments, internet and online calendar
- A valid driver's license
- Must be able to lift 60 pounds, walk up and down stairs and ladders
- Virtus training and annual background check is required

Please send your resume and cover letter to hr@jesuitretreat.org to apply.