

## **Property Maintenance**

Office of Construction and Real Estate, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Office of Construction and Real Estate (OCRE) web page. OCRE ministers to all of the construction and real estate needs in the Diocese of San Bernardino. The office is also responsible for the care and security of the Diocesan Pastoral Center.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Advise and inform Property Manager on condition of diocesan properties.
2. Serve as a resource to property occupancy and diocesan entities that occupy and/or have an interest in the property under the care of Properties Maintenance.
3. As necessary, make recommendation for repairs and/or maintenance procedures required on the properties, balancing the need in relationship to the budget.
4. In collaboration with Property Manager, provide input on budget and five-year plan, assesses property needs and prioritize work as it needs to be completed.
5. Performs various maintenance task including but not limited to carpentry, plumbing, electrical and mechanical disciplines to maintain and enhance the properties.
6. Responsible for overseeing contractors performing repairs/maintenance on diocesan properties.
7. Handles request for repairs in a timely manner.
8. Assist the Property Manager with alarm and emergency responses as necessary including evening and weekends
9. Participate in the office functions of the Office of Construction and Real Estate in the Pastoral Center within normal working hours.
10. Provide Property Manager with weekly reports.
11. Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

1. Broad knowledge of and experience with all construction trades and phases of construction such as electrical, plumbing, painting, carpentry and roofing.
2. Minimum 10 years' experience in construction trades.
3. Basic computer skills for record keeping.
4. High School Diploma
5. Strong and positive interpersonal relationship skills.
6. Ability to effectively interact in a professional and pastoral manner with unique and diverse personalities.
7. Ability to maintain confidentiality.
8. Willingness to support the vision and values of the Diocese of San Bernardino.

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, running, lifting, and stooping, standing, sitting, lifting and carrying up to 50lbs., pushing, pulling, climbing, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Attention: Sinia Bustamante  
Diocese of San Bernardino  
1201 E. Highland Avenue  
San Bernardino, CA 92404

Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org) or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer.**