

DIOCESE OF PROVIDENCE
ONE CATHEDRAL SQUARE
PROVIDENCE, RHODE ISLAND 02903

Open Position Notice

Date: **March 15, 2024**

Position Title: **Assistant Superintendent**

Agency/Office: **Facilities**

Work Schedule: **Full Time**

Position Requirements:

The Diocese of Providence is seeking a hands-on working Assistant Superintendent to supervise all maintenance, janitorial and custodial operations for the Chancery office building at 1 Cathedral Square, Providence including surrounding grounds, sidewalks, building exteriors, etc. The Assistant Superintendent is responsible for the hiring, training, supervision and evaluation of maintenance staff members. Also responsible for scheduling inspections, managing service contracts and ensuring safety and security standards are enforced, as well as, soliciting bids and scheduling outside vendors for routine and emergency maintenance work. This position also manages all snow and weather emergencies and must be available in case of emergency situations that occur outside of working hours. The Assistant Superintendent reports to the Facilities Director.

The well-qualified candidate must possess a minimum of 5 years' experience in property management or building maintenance supervision and have working knowledge of plumbing, electrical, heating, ventilation, air-conditioning engineering, OSHA requirements and fire codes. HVAC experience, Stationary Engineer or Boiler Operations License preferred. A high school education or equivalent is required. Must be physically capable of standing for long periods of time, bending, climbing ladders, shoveling snow, inspecting roofs, lifting and carrying up to 40 lbs. Practical knowledge of Roman Catholic churches, liturgical practices and teachings preferred.

Interested applicants should send a cover letter and resume to:

John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dpvd.org