THE ORATORY OF SAINT PHILIP NERI *SERVING* the PARISHES of

OLD ST. MARY
123 East 13th Street Cincinnati, OH 45202
office@oldstmarys.org 513.721.2988
www.oldstmarys.org

&

SACRED HEART
2733 Massachusetts Avenue Cincinnati, OH 45225
office@sacredheartcincinnati.com 513.541.4654
www.sacredheartcincinnati.com

Very Rev. Jon-Paul Bevak, C.O. Pastor

JOB DESCRIPTION – MAINTENANCE ASSISTANT

I. IDENTIFYING INFORMATION

Position Title: Maintenance Assistant
Status: Full-time; Non-Exempt, 12 months
Reports to: Facility Manager

II. PRIMARY FUNCTION OF THIS POSITION

Responsible for maintaining all facility equipment, buildings, and surrounding grounds throughout the parish campus.

III. POSITION CONTENT

A. DUTIES & RESPONSIBILITIES

- Daily custodial, light carpentry, painting, repair of doors and windows
- Must have knowledge of maintenance/repair of plumbing, electrical and mechanical systems
- Maintains all buildings and grounds
- Perform troubleshooting, preventative maintenance, and repair on facility's mechanical, electrical, and piping infrastructure
- On-call for snow removal and the salting of sidewalks/parking lots as winter weather dictates, and other emergencies
- Follow all safety rules, policies, and regulations

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must be able to climb ladders, carry up to fifty pounds, stand for long periods of time, and perform physical tasks as required
- In-depth ability to work independently with minimal supervision, but able to work as part of a team
- Knowledge of the use and operation of hand and power tools
- Strong ability to perform assigned tasks properly and efficiently
- Good attendance and reliability
- Employees of Old St. Mary's and Sacred Heart Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic,

faith-based agency and adhere to the policies of the parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

- must be able to pass a background check and complete the Archdiocesan requirements for a safe environment

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- High School Graduate or GED, some technical training preferred
- Three to five years of experience in facility maintenance
- Basic knowledge of HVAC systems, electrical troubleshooting, plumbing, and carpentry

V. WORKING ENVIRONMENT

- Normal parish office and maintenance environment for a church
- Start Date: As soon as possible

Please submit resumes to David Wimmel. Email: dwimmel@osmshcincinnati.com.