

# **JOB DESCRIPTION – MAINTENANCE WORKER**

## **I. Identifying Information**

<b>Position Title:</b>	Maintenance Worker
<b>Status:</b>	Full-time; Non-Exempt
<b>Reports to:</b>	Business Manager

## **II. Primary Function of This Position**

The Parish Maintenance Worker is responsible for performing a variety of tasks related to building and ground maintenance.

## **III. Position Content**

- Performs needed maintenance of church buildings, school buildings, parish office, and rectory, assuring the buildings are fully operational.
- Maintains all systems needed for basic building operations, including geo units, HVAC, electrical, and plumbing.
- Meets with all physical building and equipment inspectors, ensuring all inspection requirements are met.
- Ensures all ground maintenance is completed, including mowing, weeding, watering, mulching, and parking lot and sidewalk snow/ice removal, on a seasonal and as-needed basis.
- Provides general assistance as needed in preparation for functions to be held in the churches, school, or other parish buildings. This may include setting up chairs and tables, moving equipment, etc.
- Completes minor electrical, plumbing, carpentry, painting, and equipment repair tasks. Minimizes outsourcing requirements.
- Maintains all maintenance buildings and rooms in an organized and clean fashion.
- Works closely with Festival volunteers to ensure efficient and effective festival set-up and take-down.
- Works with outside cleaning company to ensure clean buildings. Order all cleaning materials. Cleans up spills, student sicknesses, and other immediate requirements.
- Completes other tasks as requested.

## **IV. Position Specifications/Requirements**

### **A. Skills, Knowledge, and/or Abilities**

- Base knowledge of HVAC, electric, and plumbing
- Ability to handle the physical nature of the job, e.g., working outside in inclement weather, lifting 75 lbs, mowing on hills.

- Must be able to be on call to assist with emergencies.
- Independent, responsive, self-starter requiring minimal oversight, but able to work with church and school employees and volunteers.
- Practicing Catholic preferred

## **B. Education, Training, and/or Experience**

High school graduate with 5-7 years of maintenance experience preferred.

## **V. Working Environment**

This position may require evening and/or weekend work, especially during weather-related issues.

Employees of St. John the Baptist Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. John the Baptist Catholic Church. 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 applies to any public speech, demonstration, or writing, including use of social media or other digital technologies.