

**St. Maximilian Kolbe Parish
5720 Hamilton-Mason Road
Liberty Township OH 45011
513-777-4322**

Position Title: **FACILITIES I**
Status: Full-time / 40 hours per week, Non-exempt
Reports to: Facilities and Maintenance Manager

JOB SUMMARY: The Facilities I team member supports the mission of the parish by ensuring that all buildings and grounds are clean, safe, welcoming, and well-maintained for worship, ministries, staff, and visitors. This position performs routine maintenance, custodial duties, event setup, and safety checks, and assists with the overall stewardship of church property.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES:

- Responsible for performing regular and preventative maintenance for all parish assets and property as directed
- Ensure buildings and grounds are prepared to fulfill the parish’s ongoing mission.
- Performs other duties as needed and directed

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- Mechanical ability and experience (basic HVAC, plumbing, electrical, painting, drywall), with the ability to gain knowledge of our specific heating, cooling and mechanical systems
- Able to work with various hand tools, power tools, lawn and garden equipment, and other power equipment, including floor scrubbers, buffers and vacuums
- Grounds maintenance and snow removal
- Custodial services
- Perform set-up and clean-up for parish functions, including funeral visitations, funeral luncheons, and special events
- Assist with inspection of buildings, sites and equipment for needed repair and maintenance.
- Excellent organizational skills: maintains work areas and equipment in a clean and orderly condition and ensures compliance with local and facility regulations
- Problem solving, trouble shooting and diagnostic skills: able to identify conditions needing major/minor repair and recommend/perform corrective action necessary
- Strong attention to detail and commitment to safety
- Ability to take initiative, work independently, manage time effectively, and prioritize tasks
- Knowledge of parish and archdiocesan policies relative to position and responsibilities
- Ability to relate to a variety of persons
- Ability to represent the parish to those who call or visit
- Honor and maintain confidentiality

(continued)

EDUCATION, TRAINING AND/OR EXPERIENCE:

- High school graduate or equivalent
- Must have valid driver's license

WORKING ENVIRONMENT:

- Ability to walk an average of 3 miles/day unassisted
- Ability to traverse uneven terrain
- Ability to lift 50 pounds
- Ability to ascend/descend 30-foot ladder unassisted
- Must be able to work in all climates
- Snow removal is required (addendum)
- Five-day work week with some variable and flexible hours, some evenings, weekends and holidays will be required

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe 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. Maximilian Kolbe 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.