

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION-MAINTENANCE TECHNICIAN

I. IDENTIFYING INFORMATION

Position Title: MAINTENANCE TECHNICIAN
Status: Full time, Non-Exempt
Reports to: Maintenance/Facilities Manager

II. PRIMARY FUNCTION OF THIS POSITION

The Maintenance / Custodial Technician is responsible for custodial services, general maintenance, and preventative maintenance to ensure parish buildings and grounds remain safe, clean, and operational. This role supports parish operations by maintaining facilities, responding to maintenance requests, assisting with event setups, and ensuring the proper functioning of building systems.

Location: Church of the Internation and St. Francis of Assisi campuses, Centerville, OH

Hours: 7:30 – 4 PM

Report to: Maintenance/Facilities Manager

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

Building & Grounds

- Perform general building repairs including doors, windows, walls, flooring, ceilings, and furniture.
- Complete painting, patching, and minor carpentry tasks.
- Assist with lawn care, debris removal, salting walkways, and snow or leaf removal.
- Assist with event setups, room arrangements, and equipment moves.

Mechanical, Electrical & Plumbing

- Replace light bulbs, switches, outlets, and ballasts.
- Perform minor electrical, plumbing, and mechanical repairs; report major issues.
- Conduct routine preventive maintenance on HVAC, boilers, and facility equipment.
- Assist contractors with service visits and larger repairs.

Custodial Duties

- Clean and maintain parish facilities including classrooms, offices, restrooms, kitchens, meeting areas, and worship spaces.
- Perform scheduled janitorial work including floor care, window cleaning, and general sanitation.
- Remove trash and recycling and maintain custodial equipment and supplies.

Safety & Maintenance Coordination

- Inspect buildings and grounds for hazards and maintenance needs.
- Conduct routine checks of safety equipment including fire extinguishers and emergency lighting.
- Respond to maintenance work orders and communicate repair needs to the Facilities Manager.
- Maintain basic records of maintenance and preventative tasks.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

- High school diploma or equivalent required; technical or trade training preferred.
- 3–5 years of experience in facilities maintenance, custodial services, or building repair preferred.
- Working knowledge of electrical, plumbing, HVAC, and mechanical systems.
- Ability to follow instructions, safety procedures, and equipment manuals.
- Strong organizational and problem-solving skills.
- Ability to work independently and collaboratively with parish staff and volunteers.
- Must pass background check and comply with SafeParish requirements.

PHYSICAL REQUIREMENTS

- Ability to **lift and carry at least 50 pounds.**
- **Ability to climb and work on ladders and be comfortable working at heights.**
- Ability to stand, bend, kneel, and perform physical labor for extended periods.
- Ability to work indoors and outdoors in varying weather conditions.

CORE COMPETENCIES

- Reliability and punctuality.
- Attention to detail and quality workmanship.
- Customer service orientation toward parishioners, clergy, and staff.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of Our Lady of Light Family of Parishes.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

VI. WORKING ENVIRONMENT

- Full-time, year-round position.

- Typical schedule: Monday–Friday, 7:30 – 4 PM, with occasional evenings, weekends, rotating on-call, or emergency call-ins.
- Work involves physical labor, exposure to weather conditions, and use of power tools/equipment.

Employees of The Our Lady of Light Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and adhere to the policies of The OLL Parish family. 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.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date