PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: 2nd Shift MAINTENANCE WORKER

Status: Full time, Non-exempt, 12 months

Reports to: Facility Manager

II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to building and grounds maintenance

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Performs maintenance tasks including:

    - Minor plastering, carpentry, electrical repair
    - Plumbing repair, painting repair, carpet cleaning
    - Minor HVAC tasks such as replacing filters and cleaning vents
    - Often performs grounds maintenance
    - May perform other tasks as directed

2. Performs housekeeping tasks that occur on a daily basis including:

    - Replacing light bulbs and fuses
    - Cleaning drains, restrooms, classrooms, gym, church, cafeteria, and offices
    - All interior and exterior glass
    - Trash and recycle disposal

3. May perform maintenance at other properties owned by the Parish

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Relevant training on equipment necessary for job
- Ability to lift and move heavy objects
- Valid driver's license

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Requires four years of high school or equivalent, and prior maintenance or training

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required
- On call availability may be required
- Exposure to climate changes, uncomfortable temperatures and fumes
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Please send resume to Kathy Middendorf at kmm@sacredheart-fairfield.org.