

JOB DESCRIPTION

Position Title: Full-time Maintenance Associate

Supervisor's Title: Coordinator of Maintenance and Pastor

Job Summary:

This position is responsible for the maintenance of the buildings, grounds, equipment and vehicles for the parish and school. Must embrace the mission and vision of the Archdiocese, and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.

Knowledge, Skills, & Abilities:

- High School diploma or equivalent.
- Possesses skills and/or knowledge in a variety of maintenance areas – including HVAC, electrical, plumbing and general construction.
- Holds safety regulatory compliance as a priority.
- Must be 21 and have a valid driver's license.

Skills & Abilities

- Comply with OSHA Safety and Health Rules.
- Excellent organizational, problem solving, trouble shooting and diagnostic skills.
- Carpentry skills a plus.
- Detail-oriented.
- Verbal and written skills.
- Mechanically inclined.
- Ability to use power tools.
- Manage time efficiently and adjust work schedule for as needs and situations arise.
- Able to work within a flexible schedule which may include evening and weekend work.

Duties & Responsibilities:

- Performs typical maintenance tasks to support parish including minor electrical, plumbing, ventilation, roofing, floor tiling, ceiling/door replacement, and carpentry while following preventative maintenance program.
- Maintains the work areas and equipment in a clean and orderly condition and ensures compliance with federal, state and local facility regulations, and environmental/hazard regulations.
- Inspection of buildings, sites and equipment for needed repair and maintenance.
- Identify conditions needing major repair and recommend corrective action necessary.
- Ensures safety of staff and visitors is maintained.
- Knowledge of all heating and cooling systems, including chillers, boilers, refrigeration units, air handling units, climate control, motors, and pumps is a plus.
- Mow grass, trim bushes, edging, water plant beds, prune trees, shred branches, pick up litter, operate floor scrubbers, buffers, and other industrial equipment.

- Paint the inside and outside of the buildings.
- Performs set-up and clean-up for special parish functions, including funeral visitations, funeral luncheons, and designated school and faith formation events.
- Assist with maintenance and grounds keeping projects performed by external vendors.
- Assist in inspection of parish complex with public safety officials, insurance inspectors and adjustors and others as needed.
- Assist in moving, hauling, and rearranging in classrooms, church, and parish office.
- Pick up, haul, and deliver equipment and supplies to ensure each building has the appropriate needs.

ADA

Physical/Visual/Mental Demands:

- Position requires ability to lift at least 50 pounds, use chemical and cleaning solutions, to understand and follow verbal and written instructions, stand for most of working hours, some bending and crawling, using a ladder, and use of maintenance equipment. Regularly exposed to dust, odors, oil, fumes and noise.

Typical Working Conditions:

- Position requires an individual to work outside in all types of elements as well as inside. Typical hours will vary with location. Position may require working or being on call Saturdays and
- Sundays at the discretion of the supervisor as needed. Snow removal will be required outside typical working hours.

Nature of Supervision Received:

- Position requires the ability to work independently, to accomplish specific tasks assigned and meet various deadlines.

Judgment Exercised/Decisions Made:

- Decisions are generally routine in nature with some deviations. Recommends procedural improvements for performing duties in most efficient and effective manner. Reports any and all unsafe conditions found to Supervisor.