

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION-MAINTENANCE TECHNICIAN

I. IDENTIFYING INFORMATION

Position Title: MAINTENANCE TECHNICIAN
Status: Full time, Exempt, 12 months
Reports to: Maintenance/Facilities Manager

II. PRIMARY FUNCTION OF THIS POSITION

Our Lady of Light Family of Parishes seeks a full-time Maintenance Technician responsible for performing a wide variety of maintenance, repair, and preventative tasks to ensure a safe, clean, and well-functioning parish environment. This role also addresses service requests in a timely manner and supports the daily operations of all parish facilities by maintaining building systems, mechanical, electrical, and plumbing components, while also assisting with custodial needs and event setup and teardown. The Maintenance Technician plays a critical role in maintaining the safety, comfort, and efficiency of parish buildings and grounds.

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 Maintenance

- Perform general repairs to doors, windows, flooring, walls, ceilings, and furniture.
- Conduct painting, patching, and minor carpentry projects as needed.
- Maintain exterior grounds, including lawn care, salting, debris removal, and assisting with snow removal as needed.
- Assist with event and room setups, equipment moves, and furniture relocations.

Mechanical, Electrical & Plumbing

- Replace light bulbs, ballasts, switches, and outlets as needed.
- Perform minor and moderate electrical troubleshooting and repair; report larger issues to the Facilities Manager.
- Handle plumbing repairs such as fixing leaks, unclogging drains, and repairing restroom fixtures.
- Conduct routine preventive maintenance and diagnostic testing on HVAC, boiler, and other electro-mechanical systems to ensure proper function and efficiency.
- Perform basic mechanical repairs on motors, pumps, various equipment, and control systems; assist contractors with service visits and major repairs.

Safety & Compliance

- Conduct regular inspections of fire extinguishers, eyewash stations, emergency lighting, and safety equipment.
- Support routine testing of fire alarms, sprinkler systems, and other safety systems.
- Ensure facilities remain free of safety hazards and respond quickly to emergencies.
- Follow all OSHA and parish safety standards.

Work Orders & Preventive Maintenance

- Respond promptly to maintenance work orders submitted by parish staff or administration.
- Complete preventive maintenance tasks on a scheduled basis to extend equipment life and prevent breakdowns.
- Maintain accurate records of maintenance performed and report major repair needs.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

- High school diploma or equivalent required; technical/trade school in electrical, HVAC, or mechanical systems strongly preferred.
- Minimum 3–5 years of experience in building maintenance, facilities, or electro-mechanical repair.
- Strong knowledge of electrical, plumbing, HVAC, and mechanical systems with the ability to perform hands-on troubleshooting and repairs.
- Ability to read and follow instructions, safety procedures, schematics, and equipment manuals.
- Physical ability to lift up to 50 lbs., climb ladders, and work in various environments (indoor/outdoor).
- Strong problem-solving skills and ability to prioritize multiple tasks.
- Effective communication skills and a team-oriented mindset.
- Must pass background check and comply with all parish safety and child-protection (SafeParish) requirements.

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