

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

Position Title: **TEMPORARY MAINTENANCE WORKER**  
Status: Temporary (up to 3 months) / 28 hours per week  
Reports to: Facilities and Maintenance Manager

**JOB SUMMARY** Perform maintenance and various duties for all campus buildings, grounds, equipment, and parish events as directed.

**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)
- Grounds maintenance and snow removal
- Custodial services
- Able to work with various hand tools, power tools, lawn and garden equipment, and other power equipment, including floor scrubbers, buffers and vacuums
- Excellent organizational, problem solving, trouble shooting and diagnostic skills
- Detail-oriented; self-motivated and able to take initiative
- Ability to relate to a variety of persons
- Ability to represent the parish to those who call or visit
- Honor and maintain confidentiality

**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 80 pounds
- Ability to ascend/descend 30-foot ladder unassisted
- Must be able to work in all climates

(continued)

- Snow removal is required (see addendum)
- Five-day work week with some variable and flexible hours, some evenings, weekends and holidays will be required

**IMPORTANT REQUIREMENTS:**

- Candidates considered for employment must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.
- 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.