

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION - MAINTENANCE WORKER

I. IDENTIFYING INFORMATION

Position Title: MAINTENANCE WORKER
Status: Full time, Non-exempt, 12 months
Reports to: Maintenance Supervisor

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, masonry, carpentry, electrical repair
 - Plumbing repair, painting repair, and the like
 - Attends boilers
 - 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, and cafeteria
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

Employees of _____ 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 _____ 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. 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