

Maintenance Worker

Job Description

Primary Objective: Provide campus wide maintenance support and cleaning services for church building and grounds. Initiate action to maintain a safe environment for all parishioners and visitors such as spill cleanup, snow removal, de-icing, etc. Provide set up and take down support for parish events as needed.

General Responsibilities:

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a practicing Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

Representative Responsibilities:

*Be present where needed, on time and ready to work as needed to meet responsibilities. Recognize when situations or new projects will require more time than normal and alerting the Parish Business Administrator. Be punctual and demonstrate good attendance. Satisfying position responsibilities in a timely manner and generally ensuring that all aspects of building and grounds are safe and ready for use. Position will occasionally require working additional hours in the morning, evening and rotating on weekends with supervisor approval.

Major Areas of Responsibility:

***Maintenance (Primary Skill Set) / Custodial**

- Carry out all assigned custodial and light maintenance tasks daily / weekly / monthly / seasonally as assigned by the Parish Business Administrator
- Coordinate outside vendor activity as needed to facilitate higher level maintenance or repair needs
- Proactively participate in grounds maintenance and snow removal
- Respond in a timely manner to work requests and maintenance alerts from the Business Administrator and other staff utilizing the maintenance request ticket system
- Monitor calendar activity looking for assignments for set up / take down for community events, evening meetings, socials, etc.
- Clean assigned areas per daily / weekly / monthly task lists
- Visually inspect all areas around campus on a continual basis and alert supervisor or senior staff to any unusual activity

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

Job Qualifications

*** Qualifications and Experience:**

- Vocational technology certification in building trade, construction science or similar appropriate field or two years general maintenance and custodial experience in a similar environment
- Self-motivated worker
- Strong verbal communication skills

*** Key Characteristics:**

- Friendly, outgoing, confident
- Ability to meet expectations among a wide variety of people and personalities
- Professional in demeanor and appearance
- Organized and persistent when dealing with issues

***Mental Demands:**

- Ability to maintain confidentiality
- Ability to prioritize tasks, workloads, and workflow
- Ability to analyze and problem solve without direction
- Ability to achieve objectives with minimal supervision
- Ability to remain calm and focused under pressure

*** Physical Demands:**

- Ability to read at a high school level
- Ability to see and read from a computer monitor
- Ability to hear using a standard telephone receiver, cell phone and radio
- Ability to use fingers for dialing a telephone and cell phone, keyboard use and holding and manipulating a wide variety of hand tools
- Ability to pick up and hold building schematics and plans
- Ability to bend at the waist, stand and walk for long periods of time, pull and push machinery, and lift boxes above shoulder height
- Ability to lift and carry up to 50 pounds using proper lifting technique
- Ability to walk up and down stairs
- Ability to climb ladders and work at heights up to 50 feet above ground and on roofs
- Ability to work 15-20 hours per week as assigned by supervisor.