

Position Description

Position Title: Maintenance Person

Reports to: Pastor and Principal

Position Description: Participates in all aspects of maintenance and custodial duties of the buildings and grounds of Saint Joseph Parish (Church, Parish Life Center and School) doing so in a safe and effective manner.

Duties & Responsibilities:

1. Establishes daily work assignments.
2. Conducts and/or supervises buildings and grounds maintenance.
3. Removes all trash and debris from campus.
4. Maintains sidewalks, steps and parking areas during winter season by shoveling and applying ice melt in the removal of snow or ice.
5. Aids with cleaning of the facilities such as mopping, waxing, buffing and other cleaning duties as directed.
6. Sets up facilities for parish and school events, weddings, funerals, open houses, parish dinners, etc.
7. Maintains clean and safe environment in work area.
8. Works with volunteers as directed by Pastor and/or Principal.
9. Maintains communication with appropriate persons.
10. Communicates parish personnel policies to maintenance staff.
11. Maintains channels of communication with Pastor and/or Principal.
12. Consults with Pastor and/or Principal and appropriate Boards regarding all construction/renovation. Consults with Pastor and/or Principal regarding all contracts.
13. Verifies contractor activity for the Pastor and/or Principal
14. Accompanies all inspectors on their rounds (fire, health, Insurance, EPA, etc.)
15. Works with parish facilities coordinator as directed by the Pastor and/or Principal.
16. Maintains buildings and equipment to provide operations.
17. Performs routine repairs and obtains necessary certification, if required.
18. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, etc.
19. Maintains a cost-effective inventory of supplies within budgetary guidelines.
20. Refers all supplier contracts to Pastor and/or Principal as directed.
21. Verifies receipt and condition of supplies.
22. Participates in the church and school emergency plans.
23. Participates in annual job evaluation with Pastor and/or Principal.

Skills and Qualifications:

- Ability to lift 50 pounds, climb ladders, perform physically strenuous activity related to maintenance, yard work, facility repair, frequent lifting and standing, etc.
- Ability to withstand exposure to climate change, uncomfortable temperatures and exposure to work related fumes.
- Ability to work with machinery and equipment requiring considerable caution.
- Must have necessary mechanical skills.
- Must have good interpersonal communication skills.
- Must have ability to organize and prioritize time.
- Must have ability to supervise others.
- Must have ability to maintain confidentially.
- Must have the physical fitness necessary for lifting, climbing ladders, and moving furniture. Fulfilling other physical tasks required of maintenance and custodial positions.

Education, Training and/or Experience:

- Boiler certification desirable
- Previous maintenance experience

Working Environment:

Maintain regular hours, however, evening and weekend work may be required. Holiday work while school is closed may also be required.