

## Maintenance Worker Job Description

**ACCOUNTABILITY:** Business Manager

**SUPERVISORY  
RESPONSIBILITY:** Occasionally with volunteers

**FLSA STATUS:** Non-Exempt

**HOURS:** Part-time: 18 hours per week.

**GENERAL SUMMARY:** Responsible for maintaining, beautifying and enhancing the buildings, grounds, equipment and vehicles of St. Mary so that the parish is safe, hospitable and conducive to the worship of God and fellowship with one another.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Performs a variety of facility and equipment maintenance duties. May perform various routine maintenance and repairs including routine carpentry, electrical and plumbing duties based on skill level and experience.
- Help with a variety of installation, repair and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance of wooden structures.
- Installation, repair and renovation of some equipment including electrical appliances, valves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, and heating and cooling systems, including boilers and forced air.
- Timely snow and ice removal from parking lots, ramps, and walkways.
- Limited lawn and landscaping duties.
- Drywall repair and painting duties.
- Moving and transporting furniture and equipment.
- Operates a variety of gas powered equipment including a truck and lawn equipment.
- Performs routine maintenance on truck, generator, plow and lawn equipment.
- Prioritizes and completes maintenance requests in a timely manner.
- Is responsible for all equipment, vehicles, and tools used.
- Cleaning of church, education building, and garage

- Maintains safety standards throughout parish campus and performs required inspections
- Directs, trains and oversees volunteers occasionally
- Helps parish be a good steward of its treasure, including finding cost saving measures in our utilities and maintenance.
- Other duties may be assigned on a project basis.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Education:** High school diploma or equivalent.

**Experience:** A minimum of two years experience with a variety of maintenance tools, equipment, and procedures. Experience in skilled trades a plus.

**Require:** A hospitable demeanor, able to interact with a variety of persons and groups, from visitors, vendors, staff and parishioners, with a willingness to serve their needs. Must have a valid driver's license. Practicing Catholic preferred. Must be highly responsible and self-motivated, able to work independently without direct supervision.

**Physical Demands:** Must be able to regularly lift, carry and move equipment and supplies that weigh 50 pounds or more. Must be able to bend, stoop, squat, reach, and climb ladders. Must be able to stand for prolonged periods of time. Must be able to work in tight spaces. and outside in cold and hot weather.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Job Contact info:** Paul Williamson  
[stmarydurand@gmail.com](mailto:stmarydurand@gmail.com)

**How to Apply:** Please submit the following to Paul Williamson at  
[stmarydurand@gmail.com](mailto:stmarydurand@gmail.com)  
 by May 26, 2017:

1. cover letter
2. resume
3. three references (with complete contact information)