



Job Description: Maintenance/Custodian

Classification: Full-time, Non-Ministerial, Non-Exempt

Reports To: Pastor

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

We are looking for a “team player,” someone who works easily with others; as an example, the parish’s Buildings and Grounds Committee and the office personnel in both school and church. This person maintains all parish buildings and grounds.

Benefits:

The Parish provides an hourly wage as well as the Diocesan Benefits Package

Qualifications:

1. High School diploma or equivalent.
2. Prior Experience in maintenance of building and grounds preferred
3. Ability to initiate and complete work orders.
4. Have a valid driver's license, be able to drive.

Essential Functions:

1. To know the parish’s Mission and Vision Statements.

2. Maintain parish buildings and grounds.
3. Communicate with all members of the parish and community.
4. Safely and appropriately operate all equipment and machinery .

Maintenance Worker Requirements:

1. Skilled in the use of hand and power tools.
2. Ability to read blueprints, repair manuals, or parts catalogs, etc.
3. Have organizational and follow up skills.
4. Maintain appropriate attire and attitude.
5. Ability to maintain focus while working individually.
6. Strong time management skills.

Physical Requirements:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must be able to drive a mechanical vehicle.
7. Must be able to work in high places.

General Responsibilities:

1. To help in promoting the safety, health, and comfort of students and employees of the parish.
2. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.

3. Perform preventive maintenance, repair, and installation in connection with:
 - a. electrical, plumbing, and HVAC systems **if trained to do so.**
 - b. exterior and interior of buildings.
 - c. parish grounds.
4. Move equipment and materials within and between buildings.
5. Act as a custodian when necessary.
6. Observe diocesan policies at all times.
7. Adhere to all state health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.