

Saint Mary Catholic Church

Job Description

Job Title: **Maintenance Assistant**

Date: August 9, 2017

Reports to: Maintenance Supervisor

FLSA Status: Non- Exempt

Working Hours: Full Time, some evenings and weekends required.

**JOB SUMMARY**

This Assistant works under the direction of the Maintenance Supervisor to ensure all Saint Mary facilities are cared for and maintained with attention to excellence and detail.

**JOB RESPONSIBILITIES**

*Communication*

- Maintain an excellent and professional relationship with parish staff, school staff, ministry leaders, and parishioners.
- Attends and participates in regular staff meetings and other meetings as requested.
- Maintains continuous communications regarding all operational issues with Maintenance Supervisor.

*Facilities and Grounds*

- Responds in a timely manner to work orders and maintains the continuity of the work order system.
- Maintains facilities, performing minor repairs, painting, electrical, plumbing, and other areas as needed.
- Clean parish buildings, including vacuuming, dusting, mopping, cleaning glass and removing trash.
- Works to ensure professional looking appearance of the grounds and facilities and assures that they are free of hazards.
- Ensure that facility grounds and parking lots are clean of debris and garbage
- Completes summer & holiday schedule for maintenance projects include carpet cleaning, floor maintenance, equipment service schedules, etc.

*Safety*

- Ensures security of all school and church buildings.

*Other duties as assigned at the Maintenance Supervisors discretion.*

**QUALIFICATIONS**

The Maintenance Assistant will be committed to the core teachings/values of the Catholic Church, be dependable, highly organized, detail oriented, and possesses the ability to maintain confidentiality. Requirements include an understanding of both the business activities of the

parish and its unique Catholic ministries and missions in addition to the following background and demonstrable skills.

- Strong written and oral communication skills with the ability to positively interact with parishioners, staff, volunteers, and clergy.
- Self-Directed, proactive and resourceful with the ability to work independently, meet deadlines, and formulate and implement processes.
- High attention to detail, excellence, and aesthetic.
- Prior experience working in a parish setting is strongly preferred
- Proven background in maintenance, problem-solving and facilities care.
- Demonstrated ability to follow direction from superiors.
- Availability and willingness at times to work non-standard hours to deal with emergencies or facilitate the successful outcome of projects and repairs

Certifications	Valid driver's license required with no convictions or infractions involving drugs or alcohol and no more than 3 moving violations in the last 3 years. Must have the ability to provide own transportation (with necessary liability insurance) for job-related responsibilities. Must pass a criminal background screening and credit check.
Personal Traits:	Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; ability to work around and with children; communicate effectively with people from all socioeconomic backgrounds; maintain professional appearance and demeanor.
Work Environment	Duties performed in this position will include both indoor and outdoor environments. The employee is frequently exposed to outside weather conditions, at times may need to work outdoors in inclement weather for short periods in emergency situations.
Physical Demands/Traits	The employee must perceive characteristics of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; must be capable of standing for prolonged periods, walking, climbing ladders, lifting materials and equipment (up to 50 lbs.), and operating basic maintenance equipment.