**SAINT MARIA GORETTI PARISH**

**JOB DESCRIPTION**

May 3, 2023

Title**: Maintenance Personnel**

Grade: 3 (non-exempt)

Supervisor: Operation Manager

Hours: 5 days/week; 8 hours/day, and on call evenings and weekends as needed

*\* Any time beyond normal working hours must be approved by Operation Manager or Pastor*

**Purpose and Scope**

Accountable to the Pastor and Operation Manager and under the direct supervision of the Operation Manager (or Office Manager in his/her absence) this staff member assists with maintenance of all parish buildings (Church, Rectory, Parish Center and Education Center), equipment, furnishings and grounds. This individual assists with the routine and general maintenance and inspections of parish buildings on a regular basis.

**Essential Job Functions**

* Ongoing day to day responsibilities
  + Perform general routine and extensive range of work in the repair and general maintenance of all facilities, buildings, grounds, equipment, and parking lot of St. Maria Goretti Parish.
  + Maintain indoor and outdoor lighting in all buildings and on all church grounds.
  + Identify and report any mechanical malfunction that requires specialized service repairs (example: boiler).
  + Tests electrical system, lights, and climate control equipment, adjusts or services (i.e. filter changes) as necessary; assists with audits to ensure emergency lighting, exit lights, batteries, fire extinguishers...are in proper working order
  + Janitorial support and service as needed, to ensure that facilities (in between scheduled cleaning service cleanings) are maintained in a state of cleanliness for all functions.
  + Provide snow removal and salting of parking lots and walkways as required for under 2” of precipitation and salting of selected areas of the parking lot as needed for under 2” of precipitation.
    - This includes **before and after** **normal** **business hours, including weekends,** to ensure clear access for the morning mass in the Church, as well as evening functions in each facility as necessary.
    - This also includes maintaining selected access areas during daytime heavy snow to ensure safe egress until the snow removal contractor arrives for complete parking lot and sidewalk clearance.
    - Situational flexibility will be required to maintain minimum clearance for selected access ways on **weekends and holidays** for light snow events. Communication with management prior to weather events will be important to determine the on-call necessity. **However, staff with on-call responsibility that week should plan on being available if deemed necessary.** All snow over 2” will be the responsibility of the snow removal contractor.
  + Remove trash and paper recyclables from the buildings to the proper outdoor receptacles, and place recyclables from the Parish Center and Rectory at the curb for pickup on a weekly basis.
  + On-call responsibilities may also include assisting with facility lockup/open requirements, to ensure the security of the parish complex.
  + Ordering of cleaning supplies, equipment and parts from catalogs and suppliers as needed.
  + Organize and clean storage rooms and storage facilities.
* Execute job requests (repair/maintenance, assistance with lifting, setting up and breaking down tables and chairs for parish events as needed, etc.) in a timely manner preferably by written requests by parish staff, Pastor, or Operation Manager.
* Liaison activities
  + Escort insurance inspectors, building /fire inspectors and other facility related inspectors serving in an official capacity.
  + Cooperate with the local health, police and fire departments in maintaining health and safety standards within the Education Center
  + Serve as a liaison between hired cleaning personnel and the Parish Operation Manager
* Planning activities
  + Assist the Operation Manager in developing plans or priorities for any major maintenance tasks or improvement projects.
  + Prioritizes and completes maintenance and custodial work orders, reviews unresolved work orders with the Operation Manager
  + Collaborate with the Operation Manager to outsource major electrical, heating & plumbing repairs and/or grounds-keeping to vendors/contractors.

**Additional Job Functions**

* May be required to perform additional duties at the direction of the Pastor/Operation Manager for the smooth flow of operations within the parish.
  + Pick-up supplies, furniture and equipment
  + Movement of furniture and equipment with the parish complex
  + Other job-related tasks
* Contributes to team effort for a professional work environment and maintains good working relationships with all diocesan and parish staff.
* Maintain “on call” 7-day availability always for one maintenance personnel, to include weekends and holiday, with an onsite response time of 1 hour maximum. The maintenance personnel to be on call at any given time is to be determined between the personnel of the department. An appropriate means of communication (preferably cell phone) is to be maintained for each member of the department for emergency purposes.

**Knowledge, Skills and Abilities Required**

* Good mechanical ability
* Basic HVAC, plumbing and electrical skills.
* Capable of efficient and safe utilization of various hand and power tools and equipment.
* Ability to troubleshoot in emergency situations using manuals, blueprints and necessary tools.
* Ability to assume responsibilities that entail lifting heavy loads and that require both indoor and outdoor work.
* Ability to stand, bend, walk, climb, stoop, kneel, and lift up to 20 lbs.
* Valid driver’s license

**Education Required**

* High School Diploma, formal HVAC, plumbing or electrical training a plus, as well as SAFE Environment training upon being hired