

JOB DESCRIPTION

Position Title: Maintenance Assistant – Holy Family Site

Status: Non-Exempt

Supervisor's Title: Facilities Supervisor

Approval Date: February 24, 2022

Hours per week: 25 hours/week

Job Summary:

Responsible for working closely with the Facilities Supervisor in overseeing the daily building operations and maintenance functions related to the parish building and grounds at the Holy Family site. Sets up and takes down for meetings and activities. This position should possess a broad base of technical knowledge and exhibit excellent communication and interpersonal skills.

Must be able to perform all aspects of job as described below where applicable.

Knowledge, Skills, & Abilities:

K: Knowledge

- Valid driver's license and good driving record.
- Knowledge of tools and equipment used in general maintenance and repair work, janitorial work, snow and ice removal, and yard and gardening care.
- Knowledge of minor preventative maintenance and repair procedures and requirements.

S: Skills

- Professional working attitude.
- Collaborative approach with staff and volunteers.

A: Abilities

- Ability to work evenings and/or weekends.
- Ability to learn through on the job training.
- Ability to take direction and work with minimum supervision.
- Self-motivated.
- Attentive to details.
- Comply with OSHA Safety and health rules.
- Exposure to climate changes and temperature.
- Occasionally must work at heights.
- Requires lifting and standing for long periods.
- PHYSICAL DEMAND LEVEL/ EQUIVALENT MET LEVEL (check one; refer to Physical Requirement Section)*:
 - Medium /3.6-6.3 METs (0-50 lbs.)

Duties and Responsibilities:

- Complete paper/computer work (e.g. logbooks, order forms, checklists, MSDS, etc.)
- Complete daily rounds/inspections (e.g. turning on lights, unlocking entrances, and laundry).
- Install and/or repair office equipment as well as system and facility components, such as lighting, ventilation, alarms, and plumbing.
- Coordinate with skilled tradesmen and/or assigned supervisor for the purpose of completing projects and work orders efficiently; serve as a liaison with outside vendors and contractors.
- Responds to emergency situation during the after hours for the purpose of resolving immediate safety

concerns.

- Inspect all work areas regularly to ensure that no safety hazards exist.
- Cleans hallways, washrooms, drinking fountains, offices, kitchen, gym, entrances, etc. on a daily basis by dust mopping, vacuuming, and wet mopping.
- Cleans hallways, washrooms, drinking fountains, offices, kitchen, gym, entrances, etc. on a daily basis by maintaining wood furnishings, polishing, collection & disposal of garbage, and wash windows/mirrors.
- Performs light duty maintenance, as needed (e.g. replacing ballasts, light bulbs, valves, etc.)
- Cleans outside buildings and inspects & communicates areas of damage, litter, and/or conditions of general deterioration.
- Performs/coordinates scheduled monthly, semi-annual, and annual janitorial duties (i.e. floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.)
- Provides set up and cleaning of facilities for activities on property.
- Works with volunteers (i.e. cleaning, grounds keeping, etc.) as directed by supervisor.
- Works with supervisor to obtain quotes and verifies contractor activity as directed (i.e. adding Freon to compressors, replacing high voltage motors, etc.)
- Accompanies all inspectors (fire, health, insurance, etc.) on their rounds; prepares for visits.
- Maintains building and equipment in state of repair to provide continuous, effective operation.
- Performs routine repairs and obtains necessary certification as required.
- Purchases supplies/materials for maintenance as needed, with approval of supervisor.
- Refers all supplier contracts to supervisor.
- Verifies receipt and condition of supplies/materials when delivered.
- Performs snow removal and salts sidewalks, as needed, using various machinery included a truck with snowplow and salter.
- Performs/coordinates yard work (mowing, edging, raking, weeding, pruning, flower beds, tree removal), including the coordination of volunteers.
- Maintains cleanliness and safety of parish grounds and facilities.
- Ability to utilize lift.
- Leading job duties for seasonal help.
- Attends seminars and meetings as required by supervisor, e.g. building & grounds.
- May require some weekend and evening hours, and occasional changes in work hours.
- Other miscellaneous duties as assigned.