

## **JOB DESCRIPTION**

Position Title: Maintenance Assistant – Rectory and various sites Status: Non-Exempt  
Supervisor's Title: Facilities Supervisor Approval Date: February 24, 2022  
Hours per week: 15 - 20 hours/week

### **Job Summary:**

Responsible for working closely with the Facilities Supervisor in overseeing the daily building operations and maintenance functions related to the rectory building and grounds, along with other parish sites as needed. 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.)
- Install and/or repair rectory and 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.
- 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 maintenance duties (i.e. floor scrubbing and waxing, painting, window washing, carpet cleaning, boiler, maintain outdoor equipemtn – tractor, lawn mowers, gator, etc.)
- Provides set up and cleaning of facilities for activities on property.
- Coordinates the drop-off and pick-up of items in the storage sheds.
- 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/coordinates snow removal and salts driveway and 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 rectory grounds and facilities.
- Ability to utilize lift.
- Assists the Holy Family custodian with routine cleaning (cleans hallways, washrooms, drinking fountains, offices, kitchen, gym, entrances, etc. by dust mopping, vacuuming and wet mopping) at the Holy Family site, as needed.
- Assists at all six Church sites, as needed.
- Leading job duties for seasonal help, as needed.
- 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.