

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: 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 parish building and grounds at the Holy Family site. Sets up and takes down for meetings and activities. This position should possess minimum mechanical technical knowledge, a willingness to perform tasks without direct supervision, and exhibit good 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 minor 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 occasional early mornings and evenings.
- Ability to learn through on the job training.
- Ability to take direction and work with minimal 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
 - Medium (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).
- Ability to investigate alarms, change light bulbs, investigate plumbing issues, etc.
- Coordinate with skilled tradesmen and/or assigned supervisor for the purpose of completing projects and work orders efficiently.
- 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, entrances, etc. by dust mopping, vacuuming, and wet mopping.
- Cleans hallways, washrooms, drinking fountains, offices, kitchen, entrances, etc. by maintaining wood furnishings, polishing, collection & disposal of garbage, and wash windows/mirrors.
- 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.
- Maintains building and equipment in state of repair to provide continuous, effective operation.
- Performs routine repairs and obtains necessary certification as required.
- 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).
- Maintains cleanliness and safety of parish grounds and facilities.
- Ability to utilize man 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.