

## **SACRED HEART CHURCH**

### **JOB DESCRIPTION**

**POSITION TITLE:** Maintenance (Part-Time)

**MINIMUM QUALIFICATIONS/SKILLS REQUIRED:**

- \* The Maintenance employee shall possess knowledge of general building and grounds maintenance skills sufficient to effectively serve the Church's building complex.
- \* High school diploma or equivalent
- \* Valid driver's license and appropriate automobile insurance.

**REPORTS TO:** Supervised by and report to Pastor, or (Pastor's Designate).

**HOURS IN DUTY DAYS EXCLUDING LUNCH:**

(7 to 8 hours per day) (16 to 20 hours per week)

(Note: Actual workdays may vary in accordance with Parish needs and administrative assignments and may include occasional weekend work.)

**WORK DAY:** Monday - Friday, 7A-4P

(Note: Actual workdays may vary in accordance with Parish needs and administrative assignments and may include occasional weekend work.)

**ESSENTIAL JOB DUTIES:**

- \* Perform general labor, maintenance, or delivery responsibilities throughout the community, as needs dictate. Proof of auto insurance must be maintained and provided.
- \* Possess knowledge of general building and grounds maintenance skills sufficient to effectively serve a building complex, examples, heating & AC, electrical, plumbing, etc.
- \* Possess working knowledge and experience of specific trade areas sufficient to deal with complex maintenance problems, including but not limited to, HVAC, electrical, plumbing, concrete work, dry wall, carpentry, painting, ground maintenance, etc.
- \* Outdoor work including, but not limited to, mowing, pruning, snow removal, trash pickup around grounds and facilities, etc.
- \* Clean and maintain Parish facilities by vacuuming, mopping, dusting, emptying trash, stocking supplies, etc.
- \* Undergo such training as deemed necessary by Supervisor to maintain skill levels in area of responsibility.
- \* Complete Parish maintenance projects as designated by Supervisor.
- \* Maintain records of work orders completed and backlogged.
- \* Efficiently complete work day, including work order assignments.
- \* Take responsibility for all equipment and materials assigned.
- \* Demonstrate regular and predictable attendance and conduct that complies with Church policies and rules.
- \* Demonstrate effective and positive interpersonal relationships with staff and the community and the ability to work as a productive and solid member of the Sacred Heart staff.

- \* Must be able to collaborate with peers, possess a positive attitude and be flexible with change.
- \* Must maintain confidentiality.

**OTHER JOB RESPONSIBILITIES:**

- \* Other duties as assigned. This does not preclude the assignment of additional or supplemental duties. Sacred Heart Church reserves the right to modify the assignment as needed to reflect such duties. Reasonable accommodations may be made.

**ESSENTIAL PHYSICAL AND MENTAL DEMANDS:**

- \* Upper body strength to lift up to 40 pounds and carry more than 50 feet throughout the work day and lift 80 pounds at waist height.
- \* Lower body strength to stand and walk throughout the day or sit throughout the day.
- \* Ability to work at heights in excess of 10 feet from ladders, catwalks, roof tops, etc.
- \* Ability to work around or be in contact with items that affect senses (i.e. chemical, loud equipment).
- \* Need to be adaptable to varying temperatures and climates encountered indoors and outdoors.
- \* Duties performed typically in settings to include the Church, office, Educational building, Activity Center building and other assigned areas.
- \* Frequent walking, standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, and other limited physical activities are required.
- \* Mental demands can include but are not limited to: Comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, reading, and comprehension.

**OTHER:**

At discretion of Pastor or Director of Maintenance, be able to pass, upon offer of employment:

- Drug test
- Background checks