



## JOB DESCRIPTION

**DEPARTMENT:** Parish Office

**POSITION TITLE:** Maintenance Technician

**REPORTS TO:** Director of Facilities and Maintenance

**POSITION DETAIL:** Full Time, Non-Exempt

### POSITION SUMMARY:

As a Maintenance Technician for St. Francis of Assisi Parish, you will play a vital role in ensuring a safe, clean, and well-maintained environment for students, staff, parishioners, and visitors. This position requires a detail-oriented and proactive individual who can handle a wide range of maintenance tasks, including routine inspections, repairs, and general upkeep of the facilities and grounds.

### EXPECTATIONS OF EMPLOYEE:

- Adheres to all policies, safety policies procedures and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards
- Communicates openly and regularly with Church officials, supervisors and team members

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance tasks, including plumbing, electrical, HVAC, and carpentry repairs.
- Conduct regular inspections of the buildings and grounds to identify maintenance needs and safety hazards.
- Maintain and repair fixtures, equipment, and systems to ensure they are in proper working order.
- Assist with setting up and breaking down rooms for events, meetings, and services.
- Respond promptly to maintenance requests from staff and faculty, prioritizing tasks based on urgency.
- Ensure compliance with safety regulations and maintain a clean and organized work area.
- Perform seasonal tasks such as snow removal, lawn care, and landscaping to maintain the exterior appearance of the facilities.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assist as needed with custodial tasks and special events
- Attend beneficial training seminars
- Other responsibilities and duties as assigned

### QUALIFICATIONS:

- High School diploma or equivalent
- Proven experience in maintenance, repair, and general facility upkeep
- Strong problem-solving skills and the ability to work independently with minimal supervision.
- Knowledge of basic plumbing, electrical, HVAC, and carpentry systems.
- Ability to lift and carry heavy objects, climb ladders, and perform physically demanding tasks.

- Strong communication and interpersonal skills, with the ability to interact professionally with staff, students, and parishioners.
- Availability to respond to emergency maintenance issues during and outside of regular work hours.

This position is hourly and requires flexibility to meet the needs of both the school and church, including occasional evenings and weekends.

**WORKING CONDITIONS:**

- Occasionally lift and/or move a minimum of 50 pounds in a typical business or office environment

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**