

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: ***Maintenance Worker***

Status: ***Regular Full-Time, Non-exempt***

Reports to: ***Business Manager***

II. Job Summary

Perform cleaning and maintenance for all campus buildings, grounds, equipment, and parish events as directed.

III. POSITION CONTENT

A. Major Position Responsibilities and Regular Activities

1. Responsible for performing regular and preventative maintenance for all parish assets and property.
2. Perform set-up and clean-up for parish functions, including funeral visitations, funeral luncheons, and special events.
3. Work with festival committee in festival set-up and clean-up.
4. Schedules HVAC and Baptismal Font for campus events utilizing computer and programmable thermostats.
5. Follow proper protocol for cleanup of bodily waste, blood borne pathogens and other hazardous materials.
6. Other duties as assigned.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

1. Must have basic mechanical skills, i.e. HVAC, electrical, plumbing, painting, and carpentry.
2. Ability to work with various hand tools, power tools, lawn and garden equipment, and other power equipment.
3. Grounds maintenance and snow removal.
4. Work experience in comprehensive maintenance and cleaning plan for a large facility.
5. Excellent organizational skills: maintains work areas and equipment in a clean and orderly condition and ensures compliance with local and facility regulations.
6. Ability to relate to a variety of people.
7. Ability to represent the parish to those who call or visit.
8. Honor and maintain confidentiality.

V. EDUCATION, TRAINING AND /OR EXPERIENCE

1. High school graduate or equivalent.
2. Previous cleaning and maintenance experience.
3. Valid driver's license and auto insurance.
4. Subject to Archdiocese child protection guidelines.

VI. WORKING ENVIRONMENT

- Ability to work evenings and weekends as needed.
- Will be exposed to all elements related to weather and equipment on a year-round basis.
- Ability to lift 50 pounds.
- Ability to follow safety protocol working with machinery and equipment.
- Requires frequent lifting, stooping, climbing and standing.
- Ability to ascend/descend a 30 foot ladder, work from high lift and perform maintenance work on roof, etc., as needed.

Employees of Immaculate Heart of Mary Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Immaculate Heart of Mary Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

VII. SALARY

Commensurate with experience.

Employee Printed Name

Employee Signature

Date

1/15/2025