**Holy Family Parish, Plum PA**

**Job Description**

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| **PARISH:** | Holy Family Parish |
| **OFFICE:** | All campus locations |
| **FLSA Status:** | [ ]  Exempt [x]  Non-Exempt |

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| **JOB TITLE:** | **Maintenance Worker – Full-time** |

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| **Pay**  | **Non-Exempt:  $17** | **Days/Week:** | **Mon - Fri (Sat/Sun as necessary)** |
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| **Reports to:**  | **Business Manager;** **Maintenance Supervisor** |  |  |



**Minimum Qualifications:**

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| **Education:** | High school degree or its equivalent and some additional training in building trades and general maintenance. |
| **Experience:** | Minimum of three (3) years’ experience in related field. |
| **Knowledge/Skills:** | Operation of building systems such as electrical, plumbing, heating, air conditioning, HVAC, controls, hardware, roofing;Operation of power tools, routine construction and repair techniques;Ability to work well under minimal supervision;Capacity to take direction;Strong attention to detail;Physically capable of lifting and moving objects up to 50 pounds as necessary. |

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| **Summary of Job:** | Provides maintenance and repair service to buildings, facilities and property including semi-skilled carpentry, plumbing, electrical, painting, and other minor repair work. On call for emergency response to the needs of the above parish locations. May also perform specialized functions with regard to equipment operations and boiler maintenance. |

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| **Regular****Duties****And****Responsibilities**: | * Operate small truck or van.
* Identify maintenance problems.
* Perform electrical, plumbing, heating and carpentry and light construction assignments.
* Monitor inventory of equipment and supplies.
* Window and light fixture cleaning.
* Operate equipment and machinery such as generators, boilers, and air conditioners, locking devices, utility systems and power tools.
* Perform maintenance and repair of equipment.
* Grounds work may include mowing, pruning, and ice/snow removal.
* Assist Directors of program at facilities and their staff when needed.
* Delivery of materials and donations.
* Maintain inventories/records as directed.
* Pickup and delivery of articles, equipment, and furniture.
* Respond to inspection of buildings regarding security and existing conditions.
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| **Other Duties****and****Responsibilities:** | Perform other duties as directed by the Supervisor(s). |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resumes to be sent to:**

**Mr. Paul Dolan, Business Manager**

**St. John the Baptist Parish**

**444 St. John Street**

**Pittsburgh, PA 15239**

**Or** **business@holyfamilypgh.org**