



SAINTS MARTHA & MARY PARISH

Administrative Office: 2554 Wildwood Road, Allison Park, PA 15101

Job Description Full Time Facilities Technician

PARISH:	Saints Marth & Mary Parish
FLSA Status:	☐ Exempt ☒ Non-Exempt

JOB TITLE:	Full Time Facilities Technician
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Reports to: Business Manager/Pastor

Minimum Qualifications:

EDUCATION:	• High school diploma or equivalent required. • Minimum 2 years of experience in facility maintenance, building repair, or related field preferred.
EXPERIENCE:	• Basic knowledge of electrical, plumbing, and mechanical systems. • Ability to operate maintenance tools, power equipment, and vehicles safely. • Must be able to lift up to 50 pounds and perform physical tasks such as climbing ladders, bending, and standing for extended periods. • Valid driver's license required. • Must successfully complete diocesan background check and Safe Environment training.

SUMMARY OF JOB:	The Facilities Technician supports the mission of Sts. Martha and Mary Parish by maintaining a safe, clean, and well-functioning environment across all parish properties, including churches, parish centers, rectories, and grounds. This position assists with maintenance, repairs, setup for parish events, and general facility upkeep under the direction of the Business Manager and Pastor.
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REGULAR DUTIES AND RESPONSIBILITIES:	Essential Duties and Responsibilities Maintenance and Repairs • Perform routine maintenance and minor repairs on parish buildings, equipment, and systems (HVAC, plumbing, electrical, lighting, and mechanical). • Respond promptly to maintenance requests and facility emergencies. • Monitor building systems and report any deficiencies or safety concerns to the Facilities Manager. • Coordinate with outside vendors and contractors as directed. Custodial and Upkeep • Assist with cleaning tasks as needed, including floors, restrooms, and public areas. • Perform seasonal maintenance (snow removal, salting walkways, lawn care, leaf cleanup, etc.). • Ensure parish facilities and grounds are presentable and safe for parishioners, staff, and visitors. Event and Facility Support • Assist with setup and teardown for liturgical celebrations, parish events, meetings, and programs. • Arrange tables, chairs, and AV equipment as needed. Skills and Attributes • Reliable, punctual, and able to work independently or as part of a team. • Strong attention to detail and problem-solving skills. • Commitment to maintaining confidentiality and professionalism. • Respectful of Catholic values, traditions, and liturgical schedules. • Flexibility to work evenings, weekends, and special events as needed Work Schedule • Full-time position, typically 40 hours per week. • Occasional weekend or evening hours required to support parish functions, liturgies, or emergencies.
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PHYSICAL REQUIREMENTS:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 1.) Periods of standing, bending, climbing, and walking. 2.) Lifting and moving objects of up to 50 pounds. 3.) Ability to travel throughout the parish offices and properties.
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PLEASE REVIEW THIS DOCUMENT WITH YOUR SUPERVISOR TO PERFECT A DOCUMENT THAT YOU BOTH FEEL IS REPRESENTATIVE OF YOUR JOB DESCRIPTION. UPON EXECUTION BY BOTH YOU AND YOUR SUPERVISOR, SUBMIT THIS JOB DESCRIPTION TO THE PASTOR/ADMINISTRATOR, FATHER _____. BE SURE TO KEEP A COPY FOR YOURSELF.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____