

Job Description			
Job Title	Maintenance	Job Category	Non-exempt
Location	St. Monica Parish	Reports to	Pastor
Position Type	Full-Time Salary	Travel Required	Some local travel required

Job

Purpose

Under the direction of the Pastor, this position is responsible for maintenance at St. Monica Church, Office, Rectory, and other properties/buildings.

Major Responsibilities

Buildings and Maintenance

Proactively identify building and maintenance needs, repairing and performing tasks for St. Monica Church, Office, Rectory and any other properties/buildings, including but not limited to:

- Perform regular tasks such as: Change lightbulbs, check plumbing, check the heating and cooling system, check building structures, regularly walk the property, and clean up any garbage, schedule safety inspections (i.e. MCC, fire extinguishers, fire dept), and keep sidewalks clear during business hours. This may include light plumbing, light electrical, and homeowner type DIY projects.
- Establish and enforce required safety initiatives, such as: Building and fire codes, safety procedures, signage, and security systems. Ensure the safety of all Parish properties by checking doors, windows, fire extinguishers, smoke alarms, exterior building security lighting, etc. daily or monthly as applicable.
- Ensure that buildings and grounds are prepared for special events, such as: Additional cleanings, setup of tables, chairs and other items as needed. After events, remove garbage and ensure the buildings and grounds are restored to their original state.
- Ensure that seasonal maintenance schedules are adhered to such as: HVAC switchover, lawn mowing, weeding, pruning, leaf removal, snow removal, sidewalk shoveling, plowing and salt application.
- Prioritize and ensure that any purchases and work orders are submitted and approved in advance by the Pastor and all work orders are completed in a timely manner.
- Maintain appropriate levels of cleaning supplies, paper products and general maintenance items.
- Attend meetings as required.
- All other tasks as assigned.

Skills/Qualifications

- Catholic in good standing is preferable.
- Strong verbal and written communication skills are required with the ability to effectively listen and communicate with others.
- Must possess a high degree of confidentiality and professionalism and be welcoming and hospitable with a commitment to the highest level of customer service.
- Ability to work effectively for extended periods of time without direct supervision and to work effectively with a team with a willingness to help wherever needed.
- Strong attention to detail and excellent organizational skills to meet deadlines, multitask, and to shift priorities to meet customer and office needs.

Education and Experience

- Minimum of five years of experience in general maintenance required with a working knowledge of plumbing, electrical, and building knowledge with use of power tools.
- High school diploma or equivalent is required.
- Customer service experience required.

Other Requirements

- A Driver's license and clean driving record.

Other

- This job summary is intended to describe the functions and nature of work performed by the person assigned to this position. It is not intended to describe all the responsibilities, duties and skills required. Regular, reliable attendance is an essential function, and all employees are required to follow any other job-related instruction and perform any other job-related tasks as requested by their supervisor.
- While performing duties, this position requires standing, digging holes, stooping, climbing stairs and ladders, bending, and regularly lifting heavy objects approximately 50 pounds. Also, they use hands in repetitive motion tasks and power tools while performing maintenance duties.
- This position is located at the Catholic Diocese of Kalamazoo Pastoral Center and will require travel to other diocesan properties as required by position responsibilities and/or diocesan management. This position will be exposed routinely to typical office noise levels and/or exposure to various weather conditions.