



Facility Maintenance

Title: Facility Maintenance Position

Full-time Position: Hourly

Reports to: Associate Pastor

Direct Reports: None

Essential Duties and Responsibilities:

The position has a ministerial character that requires levels of virtue and decency that reflect conformity with Catholic teachings regarding faith and morality. In the same way, you are required to observe diocesan and parochial norms and practices established to protect the integrity of children, youth, and people in vulnerable situations.

Primary focus and responsibility of maintaining, upkeep, good repair and cleanliness of the Parish and School associated buildings.

Key Tasks:

- Maintain compliance with all Parish and Diocesan policies and procedures.
- Participate in Parish Office sponsored spiritual and professional training activities, when available.
- Ability to diagnose mechanical or operational issues, to recommend the appropriate steps needing to be taken to remedying the issue in a cost-efficient manner.
- Ability to follow directions in the construction of pre-made furniture.
- Willingness to assist in all aspects in maintaining and ensuring operational efficiency of the Parish's facilities. These would include, and are not limited to, trash collection, janitorial types of duties, lifting and moving of furniture from time to time, painting, and repairs to minor mechanical issues.
- Ability to collaborate with outside vendors in explaining the issues and or problems needing intervention from the vendor to resolve the issue or problem.
- Ability to set up and take down for various events held at the facilities.
- The understanding of the sacred spaces of the Catholic church, especially around the setting up for liturgical events.
- Perform related duties as assigned by Pastor or Associate Pastor.

Key Skills:

- Excellent verbal communication skills, including ability to effectively communicate with internal and external customers and vendors.

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- Ability to collaborate with staff to ensure their operating and maintenance needs are met in a timely and efficient manner.
- External and internal conflict resolution.
- Basic knowledge of skilled trade activities in carpentry, masonry, painting, plumbing, electrical and mechanical work.
- Basic mechanical aptitude for operation and repair of facilities equipment.
- Ability to work with needed technology to perform assigned job duties.

Physical Requirements:

- Employee should be able to meet the physical and mental demands of all the previously mentioned key tasks, skills, and attributes.
- Ability to lift up to 50 lbs., or more with assistance.
- Ability to be on your feet for extended periods of time.
- Able to work different shifts as scheduled.

Qualifications:

- Practicing Catholic in good standing with a commitment to ongoing formation in catechetical and spiritual development.
- Must pass all state and diocesan background checks to the satisfaction of the parish in their sole discretion.
- Must be able to talk, listen and speak clearly in all aspects of the job.
- Ability to be on your feet for extended periods of time.
- Able to work different shifts as scheduled.
- Basic English language communication.
- A High School Diploma is preferred.

**Please send all resumes to Fr. Steven J. Ditzel, associate pastor, at
frsditzel@ctktulsa.org.**

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