

JOB DESCRIPTION

POSITION NAME: Maintenance Technician	PARISH: St. Therese & St. Peter
REPORTS TO: Business Manager	EFFECTIVE DATE: 2/1/2024
CLASSIFICATION: Nonexempt	APPROVED:

GENERAL STATEMENT OF DUTIES:

Maintains the buildings and property of the parish/school, ensuring that all facilities are in working order. Cleans the buildings and property of the parish/school. Handles janitorial responsibilities and other upkeep as needed. **This position has duties at two locations: St. Therese at 1260 NE 132nd Ave, and St. Peter at 5905 SE 87th Ave, both in Portland. Locations are roughly 15 minutes apart.**

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Ensures that the parish and associated property is maintained in a clean and orderly manner, or manages vendors who:
 - a. Vacuum, dust, mop and wax floors.
 - b. Clean bathrooms and wash windows.
 - c. Clean classroom and parish offices.
 - d. Replace light bulbs as necessary.
 - f. Keep janitorial closets and cupboards clean, orderly and locked at all times.
2. Maintains grounds in a clean, safe manner. Is responsible for, or manages vendors who:
 - a. Mow, water and edges lawns.
 - b. Keep driveway(s) and sidewalk(s) clean of snow and ice.
 - c. Weed, prune and rake as necessary.
 - d. Maintain playground in safe and clean manner.
3. Monitors hot water, heating and ventilating systems, determining if repair or maintenance is needed.
4. Collects and disposes of trash.
5. Performs minor maintenance on parish, such as light carpentry work and minor repair work, as needed.
6. Maintains security systems and access as needed. Secures premises upon completion of work.
7. Maintains an inventory of lighting, cleaning and maintenance supplies.
8. Sets up rooms for special functions such as Mass and/or assemblies.
9. Changes outside sign as requested by the pastor.
10. Maintains confidentiality.

11. Handles other duties as assigned.

JOB SCOPE: Position encounters recurring work situations with occasional variations from the norm with a moderate degree of complexity. Maintenance Worker operates from established and well-known procedures and determines own practices and procedures, operating independently with minimal supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are normally made with others both inside and outside the parish/school. Contacts are usually made at supervisor's request and frequently contain confidential/sensitive matters.

SPECIFIC JOB SKILLS: Excellent organizational and communications skill. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary.

EDUCATION AND/OR EXPERIENCE: Five years experience in custodial, building and grounds maintenance. Considerable knowledge of plumbing and electrical systems in a public facility as well heating and boiler systems. Proficient in use and care of custodial equipment and supplies. Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

JOB CONDITION: Work is performed both indoors and outdoors, under continual, tight deadlines.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Supervision of contractors and other workers is sometimes required.

Employee Signature

Supervisor Signature