

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Building Maintenance and Groundskeeper

FLSA: Non-Exempt

Position Summary: This position will support the ministry of the church by regularly maintaining the parish buildings and property throughout the year. This position will perform a variety of routine plumbing, electrical, carpentry, heating, and general building repairs to the church, school and rectory and will maintain tools and equipment as necessary. In addition, this position will maintain all of the parish-owned grounds (excluding cemetery lawncare), performing functions such as pruning, maintaining flower beds and landscaping, and keeping the church grounds clean and free of litter, controlling weeds, and clearing snow, ice, and debris from sidewalks.

Working Relationships: This position reports directly to the Pastor. No supervisory responsibilities are required.

Working Conditions: This is a part-time, twelve-month position with ‘to be determined’ core hours along with flexible hours as responsibilities necessitate. On call as needed.

Principle Activities:

1. Performs routine plumbing, electrical, carpentry, heating and general building repairs to all parish owned buildings.
2. Reports any problems, issues, concerns, or questions that cannot be resolved to the Pastor and/or parish office.
3. Maintains tools and equipment.
4. Acquires project quotes as needed. Oversees completion of hired projects.
5. Maintains parish owned grounds (excluding cemetery grounds) performing functions such as:
 - a. Pruning
 - b. Leaf removal
 - c. Cleaning and maintaining flowerbeds and landscape
 - d. Picking up dead limbs, trash, etc. and keeping church grounds clean and free of all litter
 - e. Spraying weed-killer on all areas around the parish buildings and parking lots as needed
 - f. Seeding and fertilizing as needed
6. Cleans snow, ice and debris from sidewalks, steps and other walkways.
7. Coordinates the snow removal activities of the parish parking lot and driveways with the contracted service provider and the township.
8. Updates maintenance logs as required. Maintains a calendar of regular preventative maintenance activities required for equipment performed by self, volunteers and/or paid service providers.
9. Attends required training and certification courses.
10. Attends Buildings & Grounds Committee Meetings and other parish meetings as required. Assists in the preparation of an annual Buildings & Grounds budget.
11. Other duties as requested by the Pastor.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications:

1. Knowledge and experience in maintenance and repair of structural and mechanical equipment.
2. Experience in the use of hand and power tools, and power, mechanical and grounds keeping equipment. Must be mechanically inclined.
3. Ability to drive a car; possess valid driver's license
4. Must possess good interpersonal and communication skills. Must be able to respond with courtesy and diplomacy.
5. Possess good knowledge of the teachings and practices of the Catholic Church.

Requirements:

1. Able to exercise discretion and work independently to complete daily activities according to work schedule.
2. Able to demonstrate proper and safe use of equipment and tools.
3. He or she must be flexible, available and dependable.
4. Work must be performed in a timely manner to avoid creating safety violations or hazardous conditions.
5. Physical requirements include lifting, pulling and pushing objects up to 50 pounds. Must have ability to climb, stoop and bend.