

SACRED HEART PARISH
PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Maintenance Technician
FLSA: Non-Exempt

Position Summary: This position performs routine repairs and preventive maintenance of parish buildings and equipment.

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

Working Conditions: This is a part-time, 20-hour per week position. On call as needed for facility emergencies.

Principle Activities:

1. Perform general repairs and maintenance of buildings, equipment and grounds, including:
 - Mechanical
 - Minor Plumbing (ie repair leaks, open drains, repair pipes and fixtures)
 - Painting
 - Minor Electrical (pull, splice and connect wires, install and repair light fixtures, switches and receptacles)
 - Parking Lot & Outdoor Lighting
 - Fire Safety
 - Light carpentry
2. Perform preventive maintenance of buildings (church, school & rectory) and equipment.
3. Monitor and maintain boilers, boiler-related equipment and boiler water treatment.
4. Assist in oversight and coordination of third-party service providers, such as HVAC technicians, plumbers, electricians, elevators service providers, etc. Obtains project quotes as needed.
5. Develop and maintain good working relationships with contractors, and outside service providers associated with the upkeep of the facilities.
6. Help ensure facilities are in a safe operating condition, alert to safety hazards. Work must be performed in a timely manner to avoid creating safety violations or hazardous conditions.
7. Assist with setup and breakdown of rooms and spaces, including chairs, tables, and other equipment necessary for groups, classes, events and other activities.
8. Update maintenance logs as required. Maintain a calendar of regular preventative maintenance activities required for equipment performed by self, volunteers and/or paid service providers.
9. Communicate clearly and promptly to supervisor and co-workers regarding the status of facility needs, projects and work being performed.
10. Attend any required training and certification courses
11. Attend Buildings & Grounds Committee Meetings and other parish meetings as required.
12. 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. Above average mechanical aptitude required to perform typical repairs and maintenance.
2. General knowledge of HVAC, plumbing and electrical
3. Experienced in the safe use of hand and power tools.
4. Ability to drive a car; possess a valid driver's license.
5. The ability to walk or stand for extended periods of time, and the ability to climb stairs as needed.
6. The ability to utilize software on a computer, phone or otherwise, to assist in managing and completing facility requests, etc.
7. The ability to exercise discretion and work independently to complete daily activities according to work schedule.