

JOB DESCRIPTION

Maintenance Specialist

Purpose of Position

The Maintenance Specialist of Our Lady of the Valley (OLV) Parish is responsible for minor maintenance of the parish buildings. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination. This Person must have a clear understanding of acceptable business practices in relationship to church teachings. This person must have the ability to collaborate with and support the Pastor, Business Manager, janitorial staff, parish office staff and parishioners.

Accountability

This position shall be directly accountable to the Parish Business Manager. This person will be expected to perform work independently at all OLV parish facilities in Caldwell, Homedale and Parma.

Expectations

1. Displays a calm, positive and inviting attitude to members and guests of the parish.
2. Strives to unite and improve relationships with and between staff members, service groups and parishioners.
3. Demonstrates a growing relationship with Jesus.
4. Maintain confidentiality and appropriate personal and professional boundaries.

Scope of Responsibilities

1. Manages and/or performs work related to the maintenance of parish buildings including but not limited to HVAC filter service, pew maintenance and minor electrical and plumbing.
2. Work directly with contractors on larger jobs.
3. Maintains maintenance equipment on parish grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs and performs repairs as needed.
4. Develops and manages the facility work order system.
5. Assist to provide event coordination. Assist in set up and take down for meetings, events, worship, weddings, funerals, and otherwise if needed.
6. Works with Business Manager to report problems, solutions, and costs.
7. Provides a weekly status update on any pending project.
8. Promotes a positive team attitude with employees and volunteers.

9. Develops, oversees and may assist teams of volunteers providing parish maintenance services such as cleaning, painting, and landscaping projects.
10. Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain parish MSDS system.
11. Works with Business Manager to manage annual facility budget.
12. Maintains parish wide inventory list of maintenance tools and equipment, reviews list at least annually.
13. Regularly inspects parish properties for areas of concern.
14. Provides basic carpentry on parish properties as needed.
15. Provides leaf and snow removal in entries as needed.
16. Occasionally work additional hours at the request of the Business Manager or Pastor.
17. Adheres to all Diocesan policies.

Qualifications

1. Must have good interpersonal skills and familiarity with the Church as an organization. Must work effectively with and collaborate with the Pastor, parishioners, parish staff, musicians, and parish committees/commissions.
2. Is self-motivated and willing to serve.
3. Ability to execute projects systematically.
4. Good craftsmanship and basic carpentry.
5. Proficient in computer applications using Word, Excel, Outlook, Publisher, etc.
6. Good organizational and communication skills.
7. Must have working knowledge in maintenance of buildings.
8. Ability to safely lift 50 lbs.
9. Must have a valid driver's license and be able to travel to other properties of the parish.
10. Speak both English and Spanish preferred.

While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily religious. An employee must exemplify the moral teachings of the Catholic Church. An employee must not teach, advocate, model or in any way encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.