

FLSA Status: Non-Exempt Hourly
Salary Minimum \$20/hr.
commensurate with experience
Schedule: 1st Shift; nights, weekends
and holidays as needed
Hours: 40 hr./weekly



Employee Job Description

Employee:
Pastor:
Human Resources:
Date Approved:

Job Title: Maintenance Assistant
Department: Campus Maintenance
Reports to: Supervisor, Facilities and Maintenance
Position: FT PT

Primary Functions: This position is vital to maintain the overall functionality of the buildings on the Parish Campus and to assist the Parish Operations Department with duties ranging from setup/breakdown for events, custodial and maintenance tasks.

Tasks: In addition to the checklist of regular duties you may be assigned additional tasks including but not limited to setup/cleanup duties pertaining to any scheduled events and assist with maintenance duties.

Examples of Daily Tasks include but are not limited to:

- Minor repairs pertaining to electrical and plumbing.
- Unlock/lock all doors before/after events and programs.
- Set up and clean-up from events and programs.
- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas.
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring and empty/remove trash/recycling to the appropriate dumpsters.
- Secure and store all cleaning supplies and equipment in a safe/secure manner at the end of each shift.

Other duties as directed by supervisor.

Qualifications: Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast) and plumbing (e.g. replacing flush valves, faucets, toilets/urinals), operation of snow removal equipment.

Education: High School Diploma/GED Equivalent.

Experience: Minimum 3 years custodial experience and 2 years in maintenance. Ability to work second and third shifts. Excellent communication skills (verbal and written) and a team player.

Ergonomic Requirements: The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, heavy lifting (50 lb. minimum), walking, carrying and other movements. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.

Positions and duties may be changed by the Pastor, CFO/COO or Director of Parish Operations at any time, to meet the needs of the Parish.