

Sample: Parish Maintenance

St. John Paul II Parish

Position Profile

Job Title: Parish Maintenance Assistant
Department: Parish Administration
Location: St. John Paul II Parish
Reports to: Pastor
Classification: Hourly
FLSA: Non-Exempt; Full-Time (or Part-Time, depending on needs)
Budget: 00554 (the account the payroll is charged)
Date Created: 08/23/2023 (updated)

I. OBJECTIVE:

To perform maintenance to the building and grounds for a clean, safe and functional environment to the people who have access to parish facilities at St. John Paul II Parish in collaboration with and direction of the pastor.

II. RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

- Electrical: General repairs which include repairs to switches, receptacles, light fixtures, and replacement of light bulbs.
- Plumbing: General repairs to faucets and traps, clean drain pipes.
- Painting: General repairs to building and offices for painting.
- Grounds keeping:
 - Seasonal maintenance as necessary
 - Cutting and trimming of grass, shrubs and trees.
 - Maintaining lawn and snow removal equipment
 - Clearing ice and snow from driveways and sidewalks.
- Perform routine cleaning of the Church and other facilities in conjunction with parish functions and schedules.
- Routine inspection and troubleshooting of the parish property, identifying and discussing any foreseeable areas that may need future attention.
- At the direction of the pastor, secure bids for repairs from outside vendors, contractors, or purchase of new equipment as necessary

III. QUALIFICATIONS:

Education:

- High school education/ GED equivalent

Experience:

- Five years prior experience in the maintenance especially in the electrical, plumbing, carpentry, painting and grounds keeping areas.

IV. COMPETENCIES:

1. Ability to work with minimal supervision in an honest and trustworthy manner
2. Basic knowledge in all areas of building upkeep.
3. Ability to use tractor for mowing grass and snow removal, to use hand lawn mower, weed whacker and pruning equipment, and to perform routine repairs
4. Physically able to perform duties as requested and as defined in Section II above and Section V below
5. Demonstrate an awareness of job safety at all times.
6. (Optional) Able to leap tall buildings in a single bound

V. PHYSICAL CAPABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This includes frequent standing, walking, reaching, kneeling, crawling and climbing. Finger dexterity required to manipulate objects, tools and/or controls. The employee must occasionally lift and/or move more than 50 lbs.

Supervisor

Date

Incumbent

Date