

Job Title: Properties Manager (Full-Time Position)
Location: St. Joseph Church and St. Joseph School, Lucinda, PA
Reports to: Pastor
Classification: Hourly
FLSA: Non-Exempt
Date Created: 11/18/2022

Job purpose

The full-time Maintenance Person will work collaboratively with the pastor, business manager, principal, staff, and the Building and Grounds Committee. This person sees that all areas of the church, school, cemetery property, rectory, buildings, and equipment are maintained.

Qualifications

- Completion of Safe Environment Required Clearances and Forms – Diocesan Policy
- A minimum of a high school education.
- Some experience in maintenance, custodial, plumbing, carpentry, and grounds-keeping.
- Physical Capabilities: Frequent standing, walking, reaching, kneeling, crawling, climbing.
- Finger dexterity is required to manipulate objects, tools, and/or controls.
- Ability to occasionally lift or move 50 pounds or more.
- Ability to tolerate heights.

Competencies

- Ability to view the position as a Ministry to God's people.
- Values
- Ability to communicate with the pastor, parish staff, school principal, school staff, the Building and Grounds Committees, summer staff, and parishioners that may frequent the grounds and take an interest in work being done.
- Ability to use the equipment necessary. (tractors, lawn mowers, etc.)
- Ability to repair and document repairs and renovations.
- Ability to prioritize work and handle multiple tasks simultaneously with minimal supervision.

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

- Appliances: general repairs and maintenance to appliances (vending machines, microwaves, freezers, refrigerators, etc.)
- Bids/Estimates: Securing and documenting bids from outside vendors, contractors, and/or purchase of equipment.
- Business Manager: communicating bills, receipts, from the school, church.
- Burials:
 - Assisting and collaborating with funeral homes and burial services.
 - Assisting in digging graves for cremations.
- Cleaning:
 - Sweeping, mopping/scrubbing floors in school and halls after each use.
 - Deep cleaning, stripping and rewaxing of school classroom floors (summertime, 1/year).
- Deliveries: Assisting with deliveries. (liturgical and office supplies, fish fries, etc.)
- Electrical: General repairs to switches, receptacles, light fixtures, and replacement of light bulbs.
- Equipment Care: Regular cleaning and repairing of all equipment.
- Events: Assisting with event setup (tables, chairs, garbage removal)
- Fire Drills: Assisting the school students, teachers, and staff.
- Garbage: Clearing away all garbage and debris from all buildings and grounds.
- Grounds keeping:
 - Lawn care: cutting/trimming grass, trees, shrubs; clearing grass clippings from parking lots, driveways, and walkways.
 - Snow Removal: Before events, church services, and school: removing ice and snow from parking lots, driveways, and walkways. Removing snow and ice that block doors.
- Inspection:
 - Available for all inspections, walkthroughs, and maintenance by outside contractors.
 - Inspecting regularly of all property and grounds, identifying areas that need attention.
- Painting
- Pest Control:
 - Assisting with Pest Control companies.
 - Occasionally using sprays and traps.
- Plumbing: General repairs to faucets, traps, drainpipes.
- Supplies:
 - Ordering supplies with the assistance of the pastor, principal, and office staff.
 - Organizing the inventory.