

JOB DESCRIPTION

Diocese of Orange, Saint Edward the Confessor Church
33926 Calle La Primavera, Dana Point, CA

POSITION TITLE: Maintenance Technician

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Supervisor

SCHEDULE: Monday – Friday, occasional evening and weekend work may be required

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Parish staff, parishioners, learners, visitors, vendors.

PAY RANGE: \$20.00 - \$25.00 per hour

SUMMARY OVERVIEW:

Performs handyman and custodial duties by maintaining buildings, adjacent walkways and grounds, and equipment in a clean, orderly, and functional condition. Provides assistance to staff, visitors and other employees as necessary. Suggests preventive maintenance items and brings safety concerns to the supervisor.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Follows all applicable safety rules and procedures.
2. Receives oral or written orders from Maintenance Supervisor.
3. Performs work according to standard procedure and by building's operational schedule.
4. Reports work accomplished orally or on written work order to supervisor.
5. Makes carpentry, electrical, mechanical, and plumbing repairs, using hand tools and power tools as appropriate.
6. Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
7. Participates in general cleaning, painting, and repair work.
8. Picks up and delivers supplies; Assists in receiving of supplies and materials.
9. Opens and closes building according to security procedures/practices.
10. Assists staff in moving and lifting materials.
11. Provides assistance to staff, visitors, and other employees as necessary.
12. Performs other work-related tasks as assigned.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- High school diploma or equivalent
- Minimum 3 years' work experience in a maintenance or custodial position;
- Basic knowledge of usage of hand and power tools;
- Licensed California driver;
- English-language skills sufficient to communicate with English-speaking staff and visitors.

DESIRED:

- Background in carpentry, painting, plumbing, electrical and/or mechanical repairs

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions: Typical church and school environment.

Equipment Used: Brooms, mops, vacuum cleaners, floor equipment, power washer, hand tools, power tools and work vehicles

Essential Physical Tasks: Communicate, move, remain stationary, reach, occasionally carry/push/pull materials as needed weighing up to 75 lbs. Perform work indoors and outdoors. Ability to stand/walk for extended periods.