

## JOB DESCRIPTION

Diocese of Orange, San Antonio De Padua, Anaheim, CA

**Date Prepared: 2/18/2025**

**POSITION TITLE: Maintenance Technician**

**JOB CLASSIFICATION:** Non-exempt. Range \$18-25.00 an hour.

**DEPARTMENT:** Facilities

**REPORTS TO:** Facilities Manager and Business Manager

**SUPERVISORY RESPONSIBILITY:** none

**INTERNAL/EXTERNAL CONTACTS:**

Parish staff/Clergy/Parishioners/Volunteers/Vendors/Maintenance Personnel

### **SUMMARY OVERVIEW:**

Responsible for the maintenance, cleanliness, and repair of parish facilities. Performs a variety of facility and equipment maintenance duties. May perform various routine maintenance and repairs including routine carpentry, electrical repairs/installation, and plumbing duties based on skill level and experience. Also, room(s) set up and take downs for all parish needs.

### **ESSENTIAL FUNCTIONS:**

- Help with a variety of installation(s), repair and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance of wooden structures and articles.
- Installation, repair and renovation of some equipment including metal and wood equipment, electrical appliances, valves, gas stoves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, heating and cooling systems, sewer lines, irrigation sprinklers.
- Cutting and planting of lawns, trees, and shrubs, and watering and fertilizing of the same.
- Some rough painting and rough concrete patch plastering.
- Moving and transporting furniture books misc. items from buildings
- Operates a variety of gasoline powered equipment (i.e. blower, pressure washer, trash sweeper, etc.)
- Maintains daily maintenance logs and work reports indicating time and materials used.
- Be responsible for all equipment, tools, and other equipment.
- Assist other areas related to overall maintenance of the system when assigned. The above does not exhaust duties. Other duties may be requested from time to time through the immediate supervisor.
- Cleaning duties include mopping and vacuuming floors, cleaning bathrooms, washing windows and trash removal if applicable.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Must have a high school diploma or G.E.D. and a valid State driver's license.
- Knowledge of procedures, practices, tools, and equipment used in maintenance.
- Must possess ability to:
- Move, load and unload equipment and supplies weighing 40 pounds and heavier.
- Work independently without direct supervision.
- Walk long distances around campus; bend, stoop, squat and reach; climb ladders.
- Make judgments related to emergency and safety matters

**DESIRED:**

- Able to work evenings and weekends.
- Flexible Schedule.
- Bilingual (Spanish) if applicable.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 40 lbs.

