

St. Justin Martyr Church



2050 West Ball Road

Job Description

Position: Maintenance & Repair Staff **Reports to:** Pastor

MAINTENANCE DEPARTMENT ADMINISTRATIVE DUTIES

- Obtain price quotes on repairs
- Order specific parts for maintenance equipment
- Receives and distributes maintenance requests and scheduling
- Order and pick-up supplies from Home Depot, Grainger's, etc...
- Post Office deliveries of bulk mailings

FIELD AND GROUND MAINTENANCE

- Light gardening missed by gardeners
- Mow and weed eat grass on field
- Spray maintain for ants
- Prepare field for school sports (football & softball)
- Sprinklers (set timers, repair and replace broken sprinklers)

CHURCH MAINTENANCE

- Security Video retrieval & troubleshooting
- Security & Fire Alarm Systems (arm, disarm & troubleshooting)
- Weekly maintenance of Baptismal font (clean, chemicals & fill)

SCHOOL MAINTENANCE

- Security & Fire Alarm Systems (arm, disarm & troubleshooting)
- Maintain Bell and Clock System

ENTIRE PLANT MAINTENANCE

- Locks (repair, replace & re-key)
- Room set-up for meetings & events - tables & chairs
- Audio equipment set-up for parish, school, Ministry activities (Microphone, TV/VCR, Screen, etc...)
- Electrical repair and replacements
- Plumbing repair and replacements
- Lighting, light bulb repair and replacements
- Trash pick-up to dumpsters (Support Janitorial)

- Power wash concrete for gum and stains (Support Janitorial)
- Movement of heavy boxes from location to location
- Minor patch and paint areas as needed
- Welding of desks, gates, fences as needed
- Quarterly window cleaning of all parish windows including stained glass windows (no School Windows)- NEW

ST. JUSTIN MARTYR TRUCK MAINTENANCE (staff or outsource)

- Oil Changes and Tune-ups
- Minor repairs as needed

SACRED HEART MISSION

- Repair and Maintenance of offsite facility
- Clean all bathrooms 1 x per week and check / restock supplies - NEW

Other duties as assigned along with EMERGENCY and LAST MINUTE REQUESTS