

JOB DESCRIPTION

Diocese of Orange, #251 St. Timothy Church

Date Prepared: 02/20/2020

Date Issued:

Approved By: Beverly Fisher, Business
Manager

Date Revised:

Approved By:

POSITION TITLE: Full-time Facilities Maintenance

JOB CLASSIFICATION: Non-exempt

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

SUPERVISORY RESPONSIBILITY: N/A

INTERNAL/EXTERNAL CONTACTS:

Clergy, Parish Staff, parishioners, visitors, outside vendors and contractors

SUMMARY OVERVIEW:

The position requires a person that has a good attitude and flexible work schedule to keep St. Timothy grounds and facilities clean and operating safely, effectively and efficiently to serve the needs of the Clergy, parish personnel, and parish community. Flexible hours up to 40 hours a week, to include evenings and weekends.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Set up rooms for events and meetings.
2. General custodial tasks including cleaning and restocking supplies for parish campus.
3. General handyman tasks related to electrical, plumbing and landscaping.
4. Performs other work-related tasks.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

Include educational requirements, if any.

- High School diploma or GED
- Communicate (speak/read/write) in English
- Demonstrate high level of customer service and professionalism
- Self -motivator and problem solver
- Work independently and as part of a team

- Have knowledge of procedures, practices, tools and equipment used in janitorial and handyman environment.
- Must possess ability to:
 - Move, load and unload equipment and supplies weighing 35 pounds and heavier.
 - Walk around campus; bend, stoop, squat and reach; climb ladders.
 - Use judgment related to emergency and safety matters

DESIRED:

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Indoor and outdoor environment
Equipment Used:	Basic computer equipment, landscape equipment, paint materials, tools
Essential Physical Tasks:	Communicate, move, reach, climb ladder, navigate stairs, occasionally carry materials as needed weighing up to 35 lbs.