

## Position Description

St. John Neumann Catholic Church & School

Position Title Maintenance Worker	Supervisor Facilities Coordinator	Classification Non-Exempt
Approved By Diocesan HR Director	Approved Date July 23, 2019	Review Date New

**Purpose of Position:** The Maintenance Worker helps to provide a safe and efficient campus. Provides maintenance and preventive maintenance on all equipment. Buildings, grounds, structures, to ensure safety to all persons, including, staff, children, and visitors, and to extend the life and appearance of the assets on the St. John Neumann Campus.

### Responsibilities & Expectations:

Responsible for helping to maintenance, cleanliness, and repair of the parish and school facilities (church, school, parish office, rectory convent and all other parish structures). May perform various routine maintenance and repairs including electrical, carpentry, and plumbing duties based on skill level and experience.

- Help with a variety of installation, repair, and renovation, to building including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance.
- Installation, repair, and renovation of equipment including metal and wood equipment, electrical switches and receptacle, appliances, valves, hot water heaters, sinks, commodes, hand basins, heating and cooling systems, sewer lines, irrigation sprinklers, playground and playground equipment, replace lights, changes and installs new filters.
- Cutting and planting of lawns, trees, and shrubs, and watering and fertilizing of the same.
- Does painting and patch and plastering. Removes defective motors and valves.
- Sets up tables, chairs, and other equipment as requested. Moves and transports furniture, books, misc. items to and from facilities.
- Removing of snow and ice from roads, parking lots and walkways.
- Maintains daily maintenance logs, and work reports indicating time and material used.
- Assist others areas related to overall maintenance of system when assigned.
- The above does not exhaust duties. Other duties may be requested from time to time through immediate supervisor.

### Qualifications:

Must have a high school diploma or G.E.D. and valid Tennessee driver's license. Must be 18 years of age or older. Extensive knowledge and experience of maintenance responsibilities, in the fields of carpentry, electrical work, plumbing, sanitation, mechanics, air conditioning, ground maintenance and custodial care.

- Work independently without direction
- Walk long distances around campus; bend, stoop, squat, and reach; climb ladders.
- Move, load and unload equipment and supplies weighing 40 pound and heavier.
- Ability to communicate effectively and work with a variety of constituents including children.
- Virtus Training, Criminal Background Clearance, Valid Tennessee Driver's License

### **Work Schedule**

Work will take place Monday through Friday, 6:00AM to 10:00AM, 10:00AM – 2:00PM, or 2:00PM to 6:00 PM, unless adjusted by supervisor.