

Job Title: Maintenance Assistant
Department: Maintenance - Campus
Reports to: Supervisor, Facilities and Maintenance
Position: FT PT

Primary Functions: This position is vital to maintain the overall functionality of the buildings on the Parish Campus and to assist the Maintenance staff in other duties ranging from setup/breakdown of furniture for events and maintenance tasks.

Daily Assigned Tasks:

Each day you will be assigned tasks to perform in the building you are scheduled to work in throughout the shift. Responsible for any setup/cleanup duties pertaining to any events scheduled to take place on the Parish Campus and assist with maintenance duties.

Examples of Daily Tasks include but are not limited to:

- Minor repairs pertaining to electrical and plumbing.
- Unlock/lock all doors before/after events and programs.
- Set up and clean-up from events and programs.
- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas.
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring and empty/remove trash/recycling to the appropriate dumpsters.
- Secure and store all cleaning supplies and equipment after completion of daily tasks; Ensure all cleaning equipment is in a safe, secure location and it is in working order.
- Other duties as directed by supervisor.

Required Skills

- **Education:** High School Diploma/GED Equivalent.
- Minimum 3 years custodial experience and 2 years in maintenance.
- Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast) and plumbing (e.g. replacing flush valves, faucets, toilets/urinals)
- Operation of snow removal equipment
- Ability to work second and third shifts
- Excellent communication skills (verbal and written)
- Team Player

Ergonomic Requirements:

The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

- Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.