

Maintenance Worker Position Description

1. Identifying Information

Status: _____ Full Time Part-Time
 _____ Exempt Non -Exempt
 _____ Salary Hourly _____ Volunteer

- Reports to: Principal
- Employee must attend “protecting our youth” workshop and submit to background check through fingerprinting.
- Employee is subject to the provisions of the Holy Cross Catholic School personnel manual for part time employees governed by the Diocese of Toledo

2. Primary Function of this position

This position provides coordinated mechanical, maintenance, overall handyman and minimal janitorial, for the school building and grounds as well as set up services for evening and/or weekend functions, weekly mass and daily lunches.

3. Position Content

- A. Assures the school buildings are maintained in a clean, safe and orderly manner. This includes some landscape maintenance and snow removal. (Additional hours may be required and will be compensated accordingly.)
- B. Maintains grounds in a clean and safe manner, including playground and work areas.
- C. Performs general maintenance and repair work on the facilities as needed.
- D. Provides grounds and facility equipment repair and preventative maintenance
 - 1) Prepares and facilitates a comprehensive maintenance program for all machinery and equipment: i.e.: boiler, furnaces, air conditioners, floor machine, etc.
- E. Provides general assistance as needed for set-up, hauling, moving items as requested by staff, including emergency and /or weekend events if needed.
- F. Assures the collection and disposal of trash and garbage for the school.
- G. Maintains an inventory for lighting, maintenance supplies, and tools and requests a purchase order for all purchases.
- H. Cleans and maintains specific areas of school property.
 - 1) Performs general maintenance as needed and communicates with custodian daily through a maintenance journal.
 - 2) Sets up cafeteria tables for daily lunches and tears down after lunch hours.
 - 3) Sweeps and mops gymnasium floor after daily lunches.

- 4) Checks outside buildings for damage, litter and /or conditions of general deterioration and reports to the principal.
- 5) Performs scheduled monthly, semi-annual and annual custodial duties i.e., floor waxing, painting, window washing, carpet cleaning, etc.
- 6) Assists custodian with set-up of facilities for school masses and weekend activities as directed on an “as-needed” basis.

G. Position Specifications/Requirements

Skills, Knowledge and/or Abilities

- 1) Successful work experience in general repair, carpentry, electrical, plumbing, boilers and painting
- 2) Experience in implementing a comprehensive maintenance plan for a facility with a minimum of supervision and oversees implementation of schedules for summer maintenance.
- 3) Experience in maintaining grounds and parking lots
- 4) Must have knowledge of grounds equipment and operation
- 5) Must have some repair skills for equipment and tools and coordinates for repairs that are beyond his/her abilities
- 6) Must be self-motivated and able to organize and prioritize time.
- 7) Must have good communication skills and be able to maintain confidentiality
- 8) Able to lift 50 pounds
- 9) Ability to provide own transportation for job-related responsibilities, including moving or hauling and providing a log of destination and mileage.

The maintenance worker will be expected to maintain the above schedule by working 24 hours per week. Hours being Monday – Thursday 7:30am to 2:00 with a half an hour un-paid lunch. The maintenance worker will be paid semi-monthly on the 15th and last day of the month. Mileage to needed destinations will be paid when the forms are properly filled out and returned. Mileage will be paid at the current rate as prescribed by the Diocese of Toledo.

I. Working Environment

On-call availability for emergencies. Evening and weekend work may be required. Days with heavy snowfall will require a start time of 7:00 am to ensure that sidewalks and entry ways are cleared for student’s arrival. Exposure to climate changes and temperatures, standing for long periods and frequent lifting