

Divine Word Catholic Church

Job Title

Maintenance Worker

Reports to

Director of Parish Operations. Also periodically may receive task requests from the Pastor, or other members of the Administrative staff.

General Description

The Maintenance Worker is responsible for the day to day operations of the facilities of Divine Word parish, which include the Church, Hansen Hall on the lower level, the Rectory building, the storage garage or “barn”, and the church grounds. This person is expected to personally complete routine tasks, but when special expertise is required, to contract with approved vendors to provide those services. Vendors may include heating and air conditioning contractors, electrical contractors, plumbing contractors, landscaping and mowing, and snowplowing, among others.

Knowledge and Experience Required

No specific level of education is required, however, it is important that the Maintenance Worker be a practical thinker, work independently, handy with routine maintenance & repair tasks, safety conscious, able to follow through on tasks to completion, not afraid to get his or her hands dirty, and possessing good skills of perception, e.g., being able to look around and recognize areas that need attention.

Duties, Responsibilities, and Essential Functions

Routine Duties

- Responsible for daily closing of Church and meeting rooms in accordance with schedule established by the Pastor. Currently, during his vacation only.
- Maintain proper ambient temperature in Church and Hansen Hall by adjusting heat or air conditioning as needed.
- Maintain safe interior and exterior lighting in and around all buildings on Church grounds, changing bulbs as needed and maintaining reasonable inventory of items that periodically require replacement.
- Attend organizational/work coordination meetings and other activities as requested.
- Perform routine repair and maintenance tasks as needs arise. These tasks may involve routine wiring; painting; plumbing; caulking; cleaning of masonry, brick, or siding; emptying waste baskets, and general cleaning.
- Perform other duties as assigned.

Special Masses/Events

- Ensure that physical conditions are proper for worship, meetings, and social functions including setting up and taking down tables, chairs, and support materials and equipment (e.g. chalkboards, projection screens, microphones, etc.)
- Straighten the Church and gathering space after funerals
- Prepare the Church and Hansen Hall before and after weddings as directed by the Pastor

Facility Equipment

- Monitor the physical condition and operation of all physical plant equipment including machinery, boiler, kitchen equipment, lavatories, and plumbing fixtures to ensure their proper operation.
- Perform routine maintenance tasks per standard good practice and as directed by outside contractors, e.g. changes of filters, lubrication, etc.
- Check fire alarms and fire protection equipment to assure conformance with state and local regulations. Interface with Kirtland Fire Department during their regular visits.
- When possible, diagnose and/or troubleshoot minor equipment/system malfunctions, seeking outside help when necessary.
- Monitor operation of septic system and pumps and coordinate with Mack Industries during their regular maintenance visits.
- Monitor the operation of the heating and HVAC systems of all parish facilities and maintain regular, written, professional maintenance programs on all major systems.
- Coordinate services provided by outside contractors, and be available to assist others in emergency situations.

Cleaning

- Clean lavatory next to sacristy and the two lavatories beneath sacristy weekly during the school year.
- When school is not in session the lavatories in Hanson Hall, closest to the northwest entrance, also need to be cleaned.
 - Sanitize counters/floors/toilets/sinks
- Wet mop with cleaning agent the staircase and hallways of Hanson Hall monthly, but additionally as needed when weather conditions or other circumstances dictate.
- Clean thoroughly the kitchen in Hanson Hall monthly, or as needed if circumstances dictate.
 - Sanitize counters/floors/sinks/island and stovetop
- On Tuesday each week, wet mop with cleaning agent the entire Church floor and vacuum all carpeted areas.
- On Friday each week and before funerals, wet mop with cleaning agent high traffic areas of the Church floor.
- Clean windows in the Church, Eucharistic Chapel, and Gathering Area as needed. Check to see that all two-way tape, etc. is removed when seasonal decorations are taken down.
- During the spring/summer months when school is not in session, or when PCM is no longer renting space, clean Hanson Hall weekly:
 - Vacuum carpet and mop floors
 - Sanitize lavatory counters/floors/toilets & sinks
 - Promptly spot-clean carpeting when spills occur
- Strip, and wax the floor of Hanson Hall kitchen and the classrooms annually.
- Sanitize the pews of the Church every other month.
- Empty all garbage cans and recycle bins in the Church, Hanson Hall, and rectory to maintain fresh appearance.

Inventory

- Maintain kitchen and bathroom supplies and keep adequate records of parish supplied items such as sugar, salt, coffee, cups, plates, utensils, toilet paper, paper towels and similar items.
- Order and purchase items indicated above that are necessary to maintain proper inventory levels.

Other

- Assist in the setup and removal of seasonal decorations and for rummage sale.
- Regularly police outside areas to pick up occasional litter, cigarette butts, etc.
- Check and clean up outside areas between regularly scheduled mowing and trimming by outside contractor.
- Regularly check for and remove cobwebs from interior surfaces, and spider webs and hornet nests from exterior surfaces.
- If incidental painting is needed, do it.
- Maintain clean, organized appearance around storage garage / barn.
- Check landscaping for weeds, etc. that may have been missed by landscape contractor and take care of it.
- Regularly communicate with parish committees regarding what materials should be saved, and which should be discarded.
- Prepare an inventory of tools in maintenance barn, identifying equipment condition, repairs needed, etc.
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Limit of Authority

May incur outside expenses on the part of the parish up to a specified budgeted amount to be determined annually without authorization. Expenses over budget require pre-authorization from the Director of Operations

Physical Requirements

Must be able to read and understand catalog sheets, instruction booklets, safety notices, etc

Must be able to communicate effectively

Must be able to work in occasional loud environments (with hearing protection)

Able to walk throughout the interior and exterior of the parish buildings and grounds

Must be able to operate routine power equipment such as saws, weed trimmers, small engines.

Able to climb ladders, stairs, and modest slopes. Able to work with mops and handle water-filled buckets.

Must be able to lift and carry materials and supplies weighing up to 40 pounds

Must be able to write and/or print legibly, and use the phone system.

Working Conditions

Be willing to use own vehicle for the occasional pick up of supplies.

Moderate paperwork for record keeping.

Occasional exposure to seasonal temperature extremes.

Duties may require work during evenings, weekends, and/or holidays.

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