



JOB DESCRIPTION

Maintenance Assistant II

Job title: Maintenance Assistant II
Location: St. Mary Magdalene Catholic Church
FLSA Status: Non-Exempt Full Time
Date Issued: March 8, 2022

POSITION SUMMARY:

The Church Maintenance Assistant II serves in a way that is consistent with St. Mary Magdalene's mission and Christian values. This individual cleans and handles basic repairs for all areas of the church campus, follow a planned maintenance schedule, set-up and take down temporary furniture and equipment required for group events and meetings. This person must be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate. Must have the ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness, and poise. Serve in a manner consistent with the mission and teachings of the Catholic Church.

Reporting Relationships:

- Reports to the Director of Facilities

Other Key Relationships:

- Pastor
- Director of Business Administration
- Vicars

Internal Relationships:

- Administrative Staff
 - Facilities Volunteers
 - Building & Renovations Committee
-

ESSENTIAL JOB DUTIES:

Through the employee's own efforts, the employee accomplishes the following essential functions:

1. Maintenance

- Perform regular walk-through of all buildings and grounds; make note of and act on any problems (broken items, leaks, cleanliness issues) and report to the Director of Facilities on resolved and unresolved problems.
- General Knowledge of ventilation/air conditioning, heating, electrical, plumbing, carpentry skills preferred.
- Report any problems, safety concerns, fire hazards to the Director of Facilities.
- Replace light bulbs, AH1 filters, batteries, and other equipment parts as needed.
- Make minor repairs to Parish buildings and equipment.



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- Report the need for major repairs and advice regarding projects requiring specialized skill or contractors to Director of Facilities.
- Monitor regular maintenance needs, report findings to Director of Facilities and maintain timetable of completion.

2. Custodial

- Check and clean bathrooms in the Parish Buildings
- Remove trash from the rooms in the Parish Buildings.
- Check Parish Life Building's kitchen daily and/or after any major events for overall cleanliness; wipe down counters, check refrigerator and freezer for outdated or unmarked food items, attend to routine cleanliness; mop kitchen floor.
- Check Parish Meeting rooms for trash, spills, dust, etc. --- clean or remove dirt, wipe clean, vacuum or mop as needed. See to it that stock rooms are with extra trash bags, ensure brooms, vacuums and other supplies are available for use by others.
- Maintain the order or move as instructed pieces of furniture, equipment, articles, or materials to designated places.
- Maintain supplies in janitor's closets in & in kitchen. Notify Director of Facilities when supplies are low for purchasing in a timely manner.
- Empty trash and ashtrays in front of church. Leaf blow the mats in front the doorway, ensuring no litter is present.
- Collaborate as a team with other custodians on work related activities.

3. Weekends

- On assigned weekends, check Church bathrooms between all Masses; ensure that restrooms are well stocked, there are no spills, take out trash in the restrooms as needed. Clean front mats and windows (if time permits). Do not interfere with people coming to Mass. Tasks must be done 20 minutes BEFORE start of Mass.
- Set-up and break down of tables and chairs as needed according to the calendar of events.

4. Other

- Coordinate with the Director of Facilities to schedule equipment repair and facilities maintenance weekly with reference to Church calendared events.
- Assist in keeping exists un-blocked -Narthex, Meeting Rooms & all Buildings. Knowledge of ADA laws is helpful.
- Set up and tear down and proper storage of all furniture after all campus calendared events.
- Assist with decorating the Church, CMB, PLC and the Rectory for major celebrations.
- Assist with Parking Ministry for major events and celebrations at Parish

COMPETENCIES:

To perform the job successfully, an individual demonstrates the following competencies.

1. Dependability:

- Follows instructions and responds to management direction.
- Has the ability to work cooperatively with others and follow oral and written directions.



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- Ability to follow a set work schedule implemented by the Director of Facilities.
- Takes responsibility for own actions.
- Ability to inspect the quality of work performed and ensure thorough completion.
- Consistently and thoroughly completes quality work with little or no supervision.

2. Service and Teamwork:

- Serves to the mission and needs of the Church, staff, facilities volunteers, and ministries, to provide accurate, complete, and timely service and to further the mission, values, and goals of the Church.
- Maintain a professional relationship with staff and ministries as per Diocesan guidelines.
- Responds promptly to serve the needs others.
- Maintains and communicates a positive “can do” attitude with staff and volunteers.

3. Oral & Written Communication:

- Responds to written communication (emails) in a timely manner.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Writes clearly and informatively.
- Able to read and interpret written information.

4. Attendance / Punctuality:

- Consistently arrives to work on time.
- Arrives at meetings and appointments on time.
- Communicates to the Director of Facilities of any pre-planned absences with proper advance notice.

Ability to pass Diocese of Charleston background check and subsequent screening checks, and strict adherence to policies and guidelines established in the Diocese of Charleston Employee Manual Handbook.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

1. Minimum Required Education & Experience:

- High School Diploma or GED equivalent required.
- Should possess 3-5 years in general maintenance-property management or similar industry.

2. Knowledge, Skills, and Abilities:

- General knowledge in HVAC/Mechanical/Electrical/Plumbing/Construction & repair and building systems (fire protection, IT) is required.
- Specialty licensing in any area is a plus.
- Understands use and care of tools, equipment, and cleaning materials.
- Understanding of cleaning techniques and safety procedures.



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- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- Ability to pass Diocese of Charleston background check and subsequent screening checks.

GENERAL PHYSICAL REQUIRMENTS AND WORKING CONDITIONS:

1. **General working hours:**

- Monday through Friday: 8am – 5pm
- Saturdays and Sundays: On a rotational schedule per the Director of Facilities.

2. **Physical requirements:**

▪ **The physical activity for this position is:**

- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** The ability to stand on one's feet for an extended period, bending, stooping with the possibility of exposure to climate and temperature changes.
- **Walking:** Moving about on foot to accomplish tasks and has an ability to navigate from one location to another.
- **Lifting:** Must raise objects from a lower to a higher position or move objects horizontally from position to-to-position (up to 50 lbs.).
- **Feeling:** Must be able to perceive attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips. Assesses potential safety threats, such as by exposure to heat from malfunctioning equipment.
- **Talking and hearing:** Able to express and exchange ideas by means of the spoken word. Ability to receive and understand detailed information through oral communication.
- **Repetitive motions:** Substantial movements (motions) of the wrist, hands, and and/or fingers.

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Functions. Reasonable accommodations may be made upon an employee's request.

This Job Description is not intended, and should not be construed, to be an exhaustive list of all Job Functions, Competencies, Skills and Work Environment/Conditions associated with this job. It is meant to be an accurate reflection of principal job elements useful for recruiting and selecting employees, assigning work, and evaluating performance. Additional responsibilities may be assigned, and management retains the right to change this Job Description at any time. Acceptance of this Job Description does not constitute an employment agreement or contract. The Church is an at-will employer and reserves the right to terminate employment for any reason or no reason, with or without notice to the employee.