



# JOB DESCRIPTION

## Maintenance Technician

**Job title:** Maintenance Technician  
**Location:** St. Mary Magdalene Catholic Church  
**FLSA Status:** Non-exempt Full Time  
**Date Issued:** February 9, 2021

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### **POSITION SUMMARY:**

The Church Maintenance Technician serves in a way that is consistent with St. Mary Magdalene's mission and Christian values. This individual clean and handle 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.

### **Reporting Relationships:**

- Reports to the Director of Facilities and Facilities Engineer

### **Other Key Relationships:**

- Pastor
- Director of Business Administration
- Vicars

### **Internal:**

- Administrative Staff
  - Facilities Volunteers
  - Building & Renovations Committee
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### **ESSENTIAL JOB FUNCTIONS:**

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

#### **1. Duties**

- Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and class/rooms and meeting rooms.
- Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
- Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.
- Assisting with event preparations and clean up.
- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.



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#### **COMPETENCIES:**

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

**1. Dependability:**

- Follows instructions and responds to management direction.
- 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.

#### **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 equivalent.
- Custodial experience.

**2. Knowledge, Skills, and Abilities:**

- Understanding of cleaning techniques and safety procedures.
- Good communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.



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- 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 REQUIREMENTS 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.
  - **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.*