

**ST. GENEVIEVE CATHOLIC CHURCH
CENTERVILLE, MN
FACILITIES MAINTENANCE JOB DESCRIPTION**

I. POSITION DESCRIPTION

Position Title: Facilities Maintenance

Reports to: Parish Administrator

Provides work direction to: Maintenance Assistant.

Receives work direction from: Parish Administrator, Pastor

FLSA: Non-exempt

Hours: Part time. Hours per week-up to 28

Schedule: Year-round. Work hours primarily daytime Monday-Friday. When evening and weekend hours are required, daytime hours are adjusted.

Last Revision: July 24, 2017

II. PURPOSE:

To provide a clean, sanitary, safe and aesthetically pleasing environment at Church of St. Genevieve. To provide preventative maintenance to church equipment and mechanical operations. To provide or oversee room set-ups when needed.

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH: Employment in and by the Catholic Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their personal behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a practicing Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices.

III. RESPONSIBILITIES:

1. Provide Custodian Care to the Parish Facilities

- A. To be present where needed, ready to work as needed to meet responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring facilities are safe, presentable and clean.
- B. Work with custodian/cleaner in the regular cleaning of the facilities. This includes cleaning of the floors, bathrooms, gathering areas, windows, furniture, kitchens, hallways, offices, etc.
- C. Meet with the Parish Administrator once a week to determine specific needs for upcoming events.
- D. Organize, prepare and prioritize special cleaning projects according to the needs of the parish.
- E. Maintain the weekly trash and recycling removal schedule for all areas of the facility, and pick up debris around buildings. Pick up trash or recycling out-of-schedule as required.
- F. Use all equipment and chemicals in a safe manner.
- G. Order and store all necessary cleaning supplies and equipment.

- H. Remove snow/apply ice-melt to sidewalks to ensure the safety of building.
- I. Transport Faith Formation supply bins and portable TV's to and from Centerville Elementary on Wednesday Faith Formation evenings.

2. Provide Preventative Maintenance to Church Equipment

- A. Maintain cleaning equipment.
- B. Provide timely repairs to church facilities, equipment and other property working with the Parish Administrator for major expenditures.
- C. Inform the Parish Administrator when repairs are needed from an outside contractor, or when equipment is in need of replacement.
- D. Assist the Parish Administrator with the budgeting and purchasing of cleaning supplies and church equipment.
- E. Demonstrate dedication and commitment by taking initiative in maintenance projects and care in your workmanship.

3. Assist with Preventative Maintenance/Work to the Various Mechanical Functions of the Parish

- A. Along with contracted HVAC vendor, conduct regular inspections of the HVAC systems, including cleaning and changing of filters. Report all mechanical failures.
- B. Conduct regular inspections and necessary repairs to plumbing and water systems.
- C. Conduct regular inspections and necessary repairs to electrical and lighting systems. Replace lights in a timely manner.
- D. Be familiar with and provide assistance when necessary to church and parking lot lighting systems, sound systems, etc.
- E. Work with the Parish Administrator in scheduling major repairs and replacement of parish mechanical systems.

4. Oversee Maintenance Assistant

- A. Assign tasks to part time maintenance staff.
- B. Oversee supply needs requested by part time maintenance.

5. Assist with Room Set-Ups for Functions and Activities of the Parish

- A. Oversee or perform the room set-ups for parish functions as required by parish staff and parish groups
- B. Move, store, and set reset tables, chairs and equipment in a safe and timely manner.
- C. Ask for clarification and direction when set-up request is unclear or not specified.

6. Collaborative Ministry

- A. Attend Staff meetings when requested (monthly), Maintenance Committee meetings (monthly) and Cemetery Board meetings (4x/year).
- B. Attend Parish Cemeteries Seminar (August), General Insurance Seminar (June), certification programs and training as appropriate to the specifics of this position, or as requested by the Parish Administrator.
- C. Be available the weekend of the Parish Festival (third Sunday in August, and two days prior) and the day of the Gift Expo (first Saturday in November 1:30-4:00) for assistance in facilities maintenance.
- D. Help create a productive environment where there is good communication, harmony, good morale, and cooperative teamwork.
- E. Maintain and improve work knowledge and skill.

- F. Develop and maintain good communications with the employees, renters, visitors, neighbors and parish members.

7. Cemetery Responsibilities

- A. Oversee the upkeep and maintenance and safety of both cemeteries.
- B. Mark graves for burials and placement of monuments.
- C. Contact grave digger for traditional full-body burials.
- D. Coordinate digging and closing for cremation burials.
- E. Prepare cement foundation and set flat memorial markers not installed by monument company.
- F. Regularly inspect cemeteries for potential safety concerns.
- G. Work with volunteers for fall & spring clean-up and placing and removal of flags on Veterans' gravesites.

IV. SUGGESTED QUALIFICATIONS:

1. Job Qualifications

- A. Experience and knowledge in providing maintenance and repairs to similar facilities, equipment and mechanical operations.
- B. Demonstrated skills in this type of work.
- C. Must be able to work independently to accomplish tasks within allotted time
- D. Must be responsible in carrying out high quality work.
- E. Must be able to recruit, plan, organize delegate and appreciate the work of volunteers.

2. Mental Demands

- A. Knowledge of cleaning materials and chemicals, safe use of all materials.
- B. Knowledge of safe operating and maintenance of cleaning machines, such as vacuums and floor scrubbers.
- C. Knowledge of safe operating and maintenance of tools and mechanical systems – including HVAC, electrical and plumbing.
- D. Ability to follow supervisor's instructions, and to work independently on routine and regular assignments.
- E. Maintain a positive and helpful attitude at all times, even during difficult or stressful times.
- F. Ability to read and follow the written instructions of staff and parish groups.

3. Physical Demands

- A. Work up to 28 hours per week.
- B. Good working techniques in lifting, pushing, pulling and other motions are required
- C. Ability to move tables, chairs, equipment and supplies. Ability to lift 80 pounds
- D. Ability to obtain help from another when a project of task appears to be too much for one person to handle on his/her own.

4. Other Demands

- A. Complete the Essential -3 (background check, Code of Conduct and Virtus Training)
- B. View Insurance Videos per insurance guidelines.
- C. Pass a physical per Archdiocese guidelines.
- D. Applicants must possess valid driver's license, reliable vehicle and have a minimum of \$100,000/\$300,000 liability insurance.

To apply, send letter of interest and resume to Susie Irlbeck, Parish Business Administrator by August 25, 2017

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