

DIOCESE OF ORLANDO
Divine Mercy Catholic Church
Job Description

Job Title: Maintenance Worker
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt, Part Time, Monday-Friday 8:00 AM-1:00 PM

SUMMARY

The Maintenance worker provides a variety of services such as landscaping, gardening, mechanical repair, general maintenance, and overall handyman.

The Diocese of Orlando four core values lay the foundation for the work performed by its employees.

1. *Authenticity:* Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living.
2. *Respect:* Affirming each person's God-given dignity and uniqueness.
3. *Courage:* Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment:* Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides grounds maintenance services.
- Cuts grass and does general landscaping and gardening services.
- Maintains irrigation system.
- Cleans and performs preventative maintenance on equipment and tools.
- Removes trash by emptying trash containers; transporting materials to disposal area; recycling materials.
- Sets up and breaks down equipment and furniture for functions when required.
- Services and reports mechanical malfunctions.
- Is aware of, reports, and removes any possible safety hazards.
- Is aware of and reports any unauthorized person on the premises.
- Maintains exterior buildings, pressure washing, removing debris, painting, cleaning windows.
- General cleaning and disinfecting using approved solvents and appropriate tools.
- Provides janitorial support services.
- Also responsible to perform other duties as assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent. Relevant experience in similar position preferred.

SKILLS AND ABILITIES REQUIRED

- Must have knowledge of grounds equipment operation.
- Knowledge of the proper use and disposal of hazardous materials, safe handling techniques, and use of proper safety equipment as outlined by OSHA.
- Must have repair skills for minor equipment.
- Must be self-motivated and prompt in performing tasks.
- Must successfully pass Diocesan background screening and Safe Environment Training.

PHYSICAL REQUIREMENTS

The employee may be required to sit and stand for prolonged periods, bend, crawl, and stretch. The employee may also be required to lift up to 50 pounds and climb ladders. Exposure to climate changes, uncomfortable temperatures and fumes. Works with machinery requiring considerable caution.