

## **Maintenance Supervisor Assistant Job Description**

### **Job Identification**

Position Title: Maintenance Supervisor Assistant

Status: Part time

Reports to: Maintenance Supervisor

### **Job Summary**

The Maintenance Supervisor Assistant at Our Lady of the Holy Rosary Parish, under the ultimate direction of the pastor (assisted by the trustees and corporate board), works harmoniously with the clergy, staff, volunteers, and parishioners of the parish to bring glory to God by sincerely striving to live a life of Christian faith, hope, and love, and encouraging others to do so in furtherance of the parish's mission "to be the Body of Christ doing the Works of Christ." The specific work of the Maintenance Supervisor Assistant is summarized by the following list of principal responsibilities and tasks.

### **Overview**

The Maintenance Supervisor Assistant assists the Maintenance Supervisor in the fulfillment of his /her responsibilities and tasks including, but not limited to the following.

### **Responsibilities and Major Tasks**

1. Keeping the facilities and grounds of the church, school, rectory, and convent clean and in functioning order.
2. Completing preventative maintenance, routine repairs, and janitorial tasks.
3. Complete special work requests.
4. Tends to urgent matters outside of normal hours.
5. Moves furniture, equipment and supplies as necessary.
6. Assists in ordering supplies.

7. Performing minor plumbing, electrical, HVAC, and infrastructure projects and repairs.
8. Removes snow from walkways, sidewalks, driveways, and stairs.
9. Attends periodic meetings as needed.
10. Tends to other tasks assigned by the Maintenance Supervisor

### **Qualifications**

1. Behaves in alignment with Catholic values, active, practicing Catholic preferred.
2. High School Diploma or equivalent.
3. Willingness to work a variable six-hour work-day (5 ½ hours, plus ½ hour unpaid break).
4. Prior cleaning/janitorial experience preferred and excellent attention to detail required.
5. Physically able to lift 80 lbs., stand/walk/bend/reach repeatedly and for extended periods.
6. Valid driver's license.
7. Reachable via phone during business hours
8. Experience with proper handling of maintenance, janitorial, and snow removal equipment.
9. Ability to effectively communicate with staff, management, and others.