

HOLY TRINITY CATHOLIC CHURCH

Location: Parish and School Office, hours 7:00 am to 3:30 pm with an unpaid ½ hour lunch

Job Title: Daytime Maintenance Staff

Category: FLSA Non-Exempt, at-will, hourly; 40 hour week, 12 month position

Supervisor: Business Manager

GENERAL DESCRIPTION: Works as a member of the Holy Trinity team, performing a variety of responsible, routine and preventative repair/maintenance/custodial work and other assignments that ensure the cleanliness, functionality, safety and appearance of the parish and school buildings, systems and grounds,

RESPONSIBILITIES:

- **BUILDING SYSTEMS** - Maintain parish and school buildings and grounds to provide effective operations for Holy Trinity Catholic Church and School.
 - Unlock buildings in preparation for the work day.
 - Working with appropriate vendors as needed, maintain all internal and external building, security, electrical, plumbing, heating, air conditioning refrigeration/freezer and boiler equipment systems, .
 - Monitor boiler pressure, check gauge glass levels, and check automatic shut-off valves, etc., on a daily basis, during the heating season to ensure effective operation.
 - Observe all safety rules and regulations regarding the HVAC and other systems
 - Assure proper heating, air conditioning and ventilation of the buildings is monitored and maintained.
 - Remove and dispose of debris from the buildings and grounds, as directed/needed.
 - Clean and sanitize spills, including bodily fluids such as blood and vomit, as requested;.
 - Travel for business errands (local only)
 - Upon Administration's request, assist with security issues
- Ensure that Grounds maintenance vendor is contracted and work is done appropriately; Monitor outcomes ensuring the attractiveness and safety of grounds.
- Ensure Snow removal vendor is contracted monitor their performance; Provide snow removal from the sidewalks, entrances, parking lot, steps and frequently traveled areas of the buildings and grounds as needed
 - Deice or apply materials such as ice melt, salt or sand to sidewalks, entrances, parking lot, steps and frequently traveled areas of the buildings and grounds, as needed.
 - Maintain log of said application and provide buckets of sand/ice melt at all entrances for other employees to use as needed
- **SAFETY & SECURITY** Monitor the security of the church, buildings and grounds and report any concerns or actions, which may need attention to the Business Manager or the School Administration.
 - Maintain emergency and security operations, i.e., emergency lights and other security equipment to ensure a safe and effective working order.
 - Working with vendors as needed, ensure fire alarms, extinguishers, exit lights and other fire safety equipment/systems are in working order and are inspected annually.
 - Attend building leadership, safety and buildings & grounds meetings as required, including possible after-hours meetings.
- **CUSTODIAL**
 - replenish or restock necessary supplies as needed.
 - Maintain and sanitize the drinking fountains and ice machine.
 - Report safety, sanitary and fire hazards to the appropriate team leaders.
 - Assist with lunch room duties: trash removal, setup, teardown and floor cleaning.
 - Clean windows, doors, and any other areas needing clean.
- Work on Special Projects as assigned
- Maintain equipment and tools used in the course of work to provide effective operations for Holy Trinity Catholic Church and School.

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- Perform routine repairs, as needed or required.
- Perform preventative maintenance tasks, as needed or required.
- Report safety concerns to the Business Manager.
- Communicate the need for the upgrade or purchase of equipment to the Business Manager.
- Maintain/review daily maintenance work orders and assignments; refer any concerns or requests to the Business Manager or School Administration.
- Evaluate phone inquiries, voice messages, email communications and requests, determining importance and respond appropriately and timely, and when necessary, refer to the Business Manager.
- Must be available for communications and requests, at all times during the work day.
 - Communicate daily schedule and work assignments to the Business Manager.
 - Request and schedule any absence from the work day with the Business Manager, prior to making plans or schedules, unless in an emergency or unforeseen situation or circumstance.
- Move or rearrange chairs, tables, desks, furniture, and other equipment, as requested
- Haul and move items and pick up parts or other equipment as requested
- Replace light bulbs and globes, as needed.
- Order and purchase maintenance and equipment materials and supplies for the parish and school grounds, as approved by the Business Manager or School Administration.
 - Maintain a record and inventory of purchases and supplies within budget
 - Submit purchase receipts and invoicing to the Business Manager
 - Refer all supplier and vendor contracts and contacts to the Business Manager.
- **Foster and maintain good communication and effective collaboration with staff, parishioners and the public.**
- Perform other duties or special projects, as required or assigned, which are reasonably within the scope of duties enumerated above.

REQUIREMENTS and QUALIFICATIONS: The Maintenance position is an at-will, hourly paid, 40 hour week position and reports directly to the Facilities Manager. This position requires high school diploma or equivalent; knowledge of modern maintenance methods; use and care of maintenance materials and equipment; good organization and planning; a self-starter with the ability to work independently and manage multiple tasks simultaneously; follow a work schedule and oral and written directions; communicate effectively in English both orally and in writing; a person with sufficient maturity, professionalism and discretion to deal with and work closely with the public, parishioners and staff in a courteous and patient manner, as well as the access to sensitive documents and information; use of cleaning materials, being mindful of environmental health and safety; including use of chemicals or herbicides, ; the ability to perform heavy physical labor; lift and carry 100 pounds; able to climb 15 foot ladder; operate and maintain grounds equipment effectively and safely; drive a car, light truck or maintenance equipment and maintain a valid Iowa driver's license. This position must attend or show proof of attendance of the diocesan required Virtus Training Session and maintain appropriate certification(s) for the operation, use and care of maintenance and safety equipment and materials. This position is viewed as one of the ministries of the Church and requires a general knowledge of Catholic or Christian principles. As an employee of Holy Trinity Catholic Church, employees should be mindful of wearing appropriate attire for heavy physical labor and having a well-groomed appearance.