

DIOCESE OF SAN DIEGO
Our Lady of Grace Church
2766 Navajo Rd, El Cajon, CA 92020

Job Description

I. IDENTIFYING INFORMATION

Position Title: Maintenance
Status: Part Time, Non-Exempt, 32 Hours/Week
Tuesday-Friday 6:30 a.m. – 3:00 p.m.
Reports to: Business Manager

II. PRIMARY FUNCTIONS/GOALS

Responsible for cleaning and maintaining campus grounds to ensure a safe and efficient physical plant.

III. MAJOR RESPONSIBILITIES

- Performs in support of the parish and Church's spiritual and pastoral mission
- As required, tracks and schedules routine and preventive equipment and appliance maintenance according to warranty / manufacturer specifications and safety considerations
- As required, performs in a support mode to the staff and perform general facility, equipment, and grounds upkeep duties to include cleaning and maintenance of parish, school, or other facilities
- Ensures that parish and school equipment including kitchens, restrooms and other facilities are in a functional condition; recommend maintenance to be performed and oversee replacement of equipment as necessary
- Supports special events including set-up and removal of tables, chairs, audio and projection equipment
- Conducts preventive maintenance, safety and energy conservation audits
- Maintains a supply of and account for cleaning supplies and equipment; maintain an adequate inventory at all times
- Complies with chemical handling laws and safety regulations as required; maintains a safe working environment
- Maintains security of buildings, equipment, and tools
- Fosters communications and work collaboratively and professionally with all parish and school personnel, and parishioners
- Performs other duties as assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

- Must have a working knowledge of and a strong commitment to the mission of the Diocese of San Diego and Catholic Church; if a baptized Catholic, must be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills

- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to handle emergency situations safely and effectively
- Ability to maintain confidentiality
- Ability to receive direction and be open to suggestions
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and evening work may be required
- Proficiency in basic computer technology
- Professional bearing; clean and neat personal appearance
- Knowledge of repair methods, materials, tools and general practices used in maintenance such as but not limited to carpentry, electrical work, cement work, plumbing, sanitation, mechanics, locksmith, air conditioning, grounds maintenance and janitorial care.
- Ability to successfully pass a background check as required by the Diocese of San Diego and OLG Church
- Possess a valid California driver's license

B. Education, Training and/or Experience

- High School graduate or equivalent
- 5 years of experience in a maintenance or similar position

C. Physical/Mental Requirements

- Coordination and manual dexterity, normal mental and visual ability; ability to lift up to 50 lbs in a normal maintenance environment
- Ability to work outdoors in changing weather conditions

D. Required Activities

- Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and climbing ladders

V. WORKING ENVIRONMENT/AVAILABILITY/GUIDELINES

- Weekend, overtime (hours beyond 32 core visible hours), and occasional evening hours required
- Functions according to the policies of Our Lady of Grace Church Personnel Policies and applicable canon/civil law

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in the job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Our Lady of Grace Church reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its operation and/or the work environment change.