

Full-Time Maintenance Person

St. Vincent de Paul Catholic Church

Primary Objectives:

- Assist in all aspects of maintenance and to ensure a safe and efficient campus.
- Provide building security.
- Welcome attendees in MJFC, offer hospitality, and provide program support, as needed.

Major Areas of Responsibility:

* Maintenance / Energy Management Program

- Timely complete daily work assignments and general custodial tasks
- Boiler certificates of inspection and operator's license required
- Maintain boilers/furnaces in a state of repair to provide cost-efficient heating
- Manage & monitor energy usage in all buildings and implement energy conservation measures
- Attend energy management seminars, etc., as requested by the Facilities Manager

* Maintenance of all of buildings systems and structures

- Maintain and operate all mechanical systems and sprinkler systems
- Maintain an inventory of and organize /maintain the maintenance building
- Assist in coordinating and overseeing contracted work done on the physical plant
- Confirm doors are unlocked, as needed
- Confirm all doors are locked and interior lights are off in the evening

* General

- Attend certain committee and staff meetings as requested
- Provide pick-up and delivery of mailings, supplies, furniture, must be able to lift 50 pounds
- Set up table and chairs for various school & church functions

* MJFC Reception Desk (some weeknights and weekends, as needed)

- Monitor and let people in the exterior door, follow security guidelines
- Observe and report any issues, keep an eye out for vagrants or other misbehavior on property
- Direct people to appropriate rooms, make and set up coffee if group has pre-requested
- Unlock interior rooms and/or open closets as needed and lock when finished
- Answer phone, assist with A/V needs, assigning/collecting DVD player/remotes, etc.
- Double check set ups before events, set up tables and move furniture as needed.
- Lock up and turn off lights/equipment at the end of the evening.
- Make sure supplies are put away and closets are locked, clean and put away items in the kitchen
- Make sure building is locked and lights are off when leaving

Hours may need to change, especially during summer, Christmas, Easter when programming/events on campus change drastically. There could be added time for Friday or Saturday events.

This job description does not set forth the exclusive standards for the position. Employee will follow any other instructions and perform any other related duties as required by the Pastor or Facilities Manager. Interested candidates may email a cover letter, resume, including any salary requirements to cbolan@svdp-edu.org.