



KAUKAUNA CATHOLIC PARISHES
HOLY CROSS • ST. KATHARINE DREXEL

POSITION: Part-time Maintenance Position

REPORTS TO: Maintenance supervisor

STATUS: Hourly

WORK SCHEDULE: 20 hours per week – Flexible schedule, benefit-eligible

POSITION SUMMARY: The position requires a well-organized and detailed person to support the general maintenance needs of the parish. This position maintains the parish's infrastructure and ensures that the facilities are in good condition. This person will be under the supervision of the Maintenance Supervisor.

- *This position requires travel to the parish facilities in the Kaukauna area*

ESSENTIAL FUNCTIONS:

Performs general repairs to parish facilities and buildings.

- Minor electrical work (lights, switches, receptacles, fan repair).
- Minor plumbing work (drains, sinks).
- Mechanical maintenance work (lawn mower, snow blower).
- Painting and staining as required.
- Removal and replacement of damaged and unserviceable floor tile.

Performs and manages the exterior of the Parish buildings to ensure an optimal aesthetic appearance.

- Cleaning eaves on all buildings and checking drains.
- Check parish properties for litter.
- Raking lawn of leaves and old brush and removing brush and debris as required.
- Power wash building exterior.
- Fertilizing lawn (spring, summer, and fall)
- Snow removal from entrances as needed while monitoring contracted services.
- Salt entrances in winter as necessary.

Maintain HVAC (Boiler and A/C) infrastructure and service of the facilities

- Regulate heat, ventilation, air-conditioning systems, and compressor-boiler, and perform preventive maintenance.
- Tend to the boiler as instructed to do so. Test boilers every other day during the winter season.
- Clean and pre-condition boilers for start-up and for summer lay-up.
- Keep boiler room, stairs, and working area clean.

Perform miscellaneous duties and maintenance activities.

- Coordinate and supervise custodial staff.
- Coordinate and supervise Volunteer helpers.
- Ensure facilities security.
- Manage the pick-up/delivery of maintenance supplies and maintain an appropriate inventory of these supplies.
- Manage contracted services and negotiate pricing with suppliers and vendors.
- Any other duties assigned by the Supervisor.

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular attendance and be able to perform each essential duty satisfactorily.

EDUCATION/CERTIFICATION

Requires a high school diploma and equivalent experience/education.

REQUIREMENTS

- The individual must be able to pass a background check successfully.
- Virtus Trained
- Ability to organize, effectively prioritize, and execute tasks efficiently.
- Ability to work independently in a team-oriented and collaborative environment.
- Ability to work with volunteers.
- Is a good steward of the property, talents, and resources assigned to him/her.

PHYSICAL REQUIREMENTS

To accomplish the position's essential functions, one must be physically able to operate or work with vacuums, floor scrubbers/waxing, and snow removal equipment. The physical activities of the position include talking, reaching, grasping, lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS

Work indoors and outdoors. Most of the time is spent on his/her feet, pushing and lifting heavy items, and working around noise from machinery.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The parish reserves the right to modify the role, responsibilities, requirements, and position status as compliance regulations or business needs dictate.

Position descriptions assist the parish in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to accommodate disabled individuals reasonably. However, no accommodations will be made that may pose serious health or safety risks to the team member or others or impose an undue hardship on the parish. Position descriptions are not intended as and do not create employment contracts. The parish maintains its status as an at-will employer, and employment separations can occur for any reason not prohibited by law.