

Job Title: Per Diem Assistant Maintenance Worker

Position Summary

The **Per Diem Assistant Maintenance Worker** provides flexible, on-call, and as-needed facility support to maintain the cleanliness, safety, and sacred environment of the **Saint Thomas More** parish buildings, chapel, and grounds. This position assists with routine repairs, preventative maintenance, event setups, and campus upkeep. This role reports directly to the **Director of Facilities & Maintenance**.

Key Responsibilities

- **Routine Repairs:** Perform minor plumbing, basic electrical, and fundamental carpentry fixes, such as replacing light bulbs, unclogging facility fixtures, repairing doors, and patching drywall.
- **Campus & Grounds Upkeep:** Maintain the exterior appearance of the campus, including seasonal snow removal, salting walkways, sweeping entryways, and clearing debris from parking lots.
- **Event Setups & Logistics:** Move furniture, arrange tables, and set up spaces for mass, parish functions, ministries, and community events. Secure all building entrances following events.
- **Material & Equipment Transport:** Safely drive and operate facility vehicles or personal vehicles to transport maintenance tools, parish supplies, or waste between campus buildings and local hardware vendors.
- **Safety Compliance:** Adhere to all OSHA safety standards, local building codes, and parish safety protocols to ensure a hazard-free environment for parishioners, staff, and visitors.

Qualifications & Requirements

- **License:** Must possess and maintain a **valid driver's license** with a clean, safe driving record.
- **Experience:** 1–3 years of experience in general maintenance, property management, or basic building trades (experience working within a church, school, or campus environment is preferred).
- **Technical Skills:** Proficiency with basic hand tools, power tools, and lawn maintenance equipment.

- **Flexibility:** Availability to work variable, on-call hours, which may include weekends, early mornings, or holidays depending on the parish liturgical calendar and event schedules.
- **Communication:** Ability to follow verbal and written instructions, read equipment manuals, and coordinate effectively with parish staff and volunteers.

Physical Requirements

- **Stamina:** Ability to stand, walk, bend, kneel, and work outdoors in varying weather conditions for extended periods.
- **Strength:** Capability to routinely lift, push, pull, and carry objects up to 50 lbs independently.
- **Mobility:** Comfort working on ladders, scaffolding, and navigating multi-level facility spaces safely.