



General Maintenance & Custodial Technician

St. Mary, Lanesville, and St. Joseph, Corydon, St. Joseph School, Corydon
Most Precious Blood, New Middletown (inactive) & St. Peter, Elizabeth (inactive), and Cemeteries

St. Mary and St. Joseph Parishes are seeking a qualified candidate to fill the role of General Maintenance & Custodial Technician. This individual will be responsible for performing, providing, and/or facilitating the completion of tasks and activities needed to properly maintain all locations noted above. Responsibilities of this position include custodial activities, building maintenance (structural and mechanical), and upkeep of grounds. Most routine maintenance will be managed with a specific schedule, daily, weekly, monthly, etc., and will include a wide array of functions to maintain both the inside and the outside of each building and property. The majority of this work will be done with the two active churches and school. Non-routine maintenance/activities may require the engagement and oversight of vendors as well as volunteer groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages maintenance of the following:
 - HVAC equipment including major units utilized for church sanctuary (St. Joseph), boilers (3), chiller (St. Mary), furnaces, AC units, and window AC units.
 - Air quality targeting mold prevention.
 - Physical security systems, with particular emphasis on school security when in session.
 - Fire prevention /alarm systems, fire suppression systems, fire extinguishers, emergency lighting, etc., including routine inspections by vendors and regulatory authorities.
 - Church and school signage.
 - Water softeners and water heaters, including ordering and replenishing salt.
 - Electrical receptacles, switches, lighting fixtures, fluorescent tubes, and ballasts while understanding power loads and basic electrical codes.
- Custodial responsibilities include:
 - Sweeping, vacuuming, mopping, stripping, waxing, and buffing floors per maintenance schedule.
 - Trash collection and removal from restrooms, grounds, cemetery, parking lots.
 - Ensure all areas are kept clean and free of clutter and debris.
 - Clean restrooms and replenish supplies.
 - Maintain maintenance supplies including toiletries, lighting, ballasts, ceiling tiles, roof tiles, nuts, bolts, etc.
 - When school is in session, daily walkthrough prior to students arriving and once or twice during the school day to turn on lights, unlock doors, check restrooms for cleanliness and adequate supplies, plus a high-level check for any issues such as leaks, temperature control, pests, etc. This walkthrough is also a safety check to ensure the physical security of doors, etc. is maintained.

- Grounds maintenance includes the following:
 - Daily walk of grounds checking for trash, limbs, parking lot issues, drainage, or other issues needing attention.
 - Maintain gutters, windows, and shutters, all external fixtures.
 - Mow, trim grass, trim trees, remove leaves, snow, ice, and other debris.
 - Manage pest control contract and maintenance schedule.
 - Maintain/service grounds equipment; ensure all are in good working condition.
 - Ensure parish-owned vehicles are maintained and in good working conditions.
 - Check cemeteries after high winds/storms and clean up debris as needed.
 - Monitor and ensuring outsourced grounds support is performed adequately and according to agreed terms.
- Event Support – provide support as needed/requested that may include set-up, clean-up, parking assistance, etc. for activities and special events such as:
 - Funerals
 - Picnic
 - School & church events
 - Parish hall rentals
 - Outdoor Masses
- Identify and correct maintenance-related issues
 - Based on the schedule, conduct a walk-through of churches and the school to check things and tend to any concerns that can be handled in-house versus those that should be referred to a professional. Examples of items to check for include leaks, pests, temperature control, etc.
 - For any maintenance issues found requiring outside professional help, seek bids, and arrange and schedule repairs and installations as applicable.
 - Oversee after-hour deliveries.
 - Assist with and help manage any renovations and/or construction.
 - Oversee the security of properties.
- Assemble and supervise maintenance and grounds committee as needed.
- Other duties as necessary to ensure the efficient functioning of the School and Parishes.

PREFERRED QUALIFICATIONS

- Basic understanding and ability to perform basic carpentry, plumbing, and electrical work.
- Good organizational and planning skills.
- Ability to organize and manage workload to meet deadlines.
- Good interpersonal and communication skills including exercise of discretion and confidentiality.
- Ability to facilitate activities of volunteer groups and vendors as needed.
- Ability to be flexible when circumstances warrant a change.
- Self-motivated. Ability to work with minimal supervision.
- Willingness to foster the Church's mission.

- High School Diploma, GED, or equivalent combination of education and work experience that allows the employee to perform the required work.
- Must be able to understand and comply with the Archdiocese of Indianapolis Code of Conduct.
- Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training.
- Clear background screen required.
- Valid driver's license required.

IV. Working Environment

- Work is performed indoors and outdoors. Possible exposure to weather and temperature changes. Possible exposure to cleaning chemicals and bodily fluids.
- Requires climbing on ladders, standing, or walking for long periods.
- Weekend and evening hours as needed.
- Ability to lift up to 50 pounds frequently, reach, bend, stoop, kneel, climb ladders, and stand for extended periods.
- Daily travel to and from school, churches and other church properties as necessary.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position.

Reasonable accommodation may be made if needed to enable individuals to perform the essentials functions.