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# ST. MICHAEL PARISH

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## Employment Opportunity

**Date:** November 1, 2018

**Deadline:** Until position is filled

**Reports To:** Parish Business Administrator **Status:** Fulltime – Non-Exempt

**Position:** Maintenance

**Practicing Catholic:** Preferred

**Position Summary:** The Maintenance position provides routine and preventative maintenance of equipment and interior and exterior structure of the building; performs mechanical duties and other duties as assigned. This person also assists in the scheduling of service and maintenance.

### **Job Responsibilities:**

1. Perform minor plumbing, electrical repair, carpentry work and painting.
2. Replace broken windows, repairs doors, door locks and installs interior features as blinds, etc.
3. Works effectively with suppliers, vendors and contractors.
4. Notifies Business Manager about issues that require outsourcing.
5. Maintain records of scheduled and unscheduled maintenance procedures.
6. Is responsible for maintenance of any tool belonging to the parish
7. Prepare for events and activities with set-up of tables, chairs, audio visual equipment, etc.
8. Assist Business Manager with projects as needed.
9. Regular attendance and punctuality are essential for this job.

**Education/ Experience:** High school degree required with some facilities education and training preferred. One year of relevant experience is required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Salary is commensurate with skills through experience and training. Benefits are according to diocesan policy.

Send cover letter and resume to Joanne Middendorf, [jmiddendorf@saintmichael-cd.org](mailto:jmiddendorf@saintmichael-cd.org)