

**THE DIOCESE OF COLORADO SPRINGS  
ST. MICHAEL CATHOLIC CHURCH  
JOB DESCRIPTION**

**Job Title:** General Minor Maintenance and Repair **Number:**

**Reports To:** Pastor

**Department:** Pastoral Administration

**Full Performance Period:** 1 month **Eligible for Overtime:** No (Part-time)

**Supervisory:** *Employees:* No *Unpaid Staff:* No *Volunteers:* No *Contract Workers:* No *Boards:* No

**Job Titles Supervised:** None.

**General Purpose:** To provide all general light maintenance services at the St. Michael Catholic Church complex (to include: the church (upstairs and downstairs), rectory, combined Offices and Child/Youth Religious Education (RE) building (upstairs and downstairs) and outside areas).

**Essential Duties and Responsibilities:**

Light Maintenance/Custodian:

- Respond to repair requests quickly and with a professional manner.
- Organizes maintenance's closets and storage areas, monitors maintenance supplies and alerts the parish's Office/Business Manager regarding ordering of adequate and sufficient spare/supply stock (i.e., light bulbs, nails, screws, maintenance tools, etc.).
- Adhere to the parish's and diocese's safety policies to create a safe work environment for everyone.
- Troubleshoot equipment malfunctions, as needed.
- Keeping an accurate and up-to-date inventory of repair supplies.
- Keeping repair tools and supplies clean and organized.
- Contact and recommend repair orders or corrective actions to the parish's Pastor or Office/Business Manager for defective, inoperative or replacement custodial equipment that needs work that exceeds the professional knowledge, training and expertise of this maintenance person.
- Move office furniture, install wall mounted pictures or catechetical devices, as needed.
- Perform light maintenance and repairs, such as changing light bulbs, hanging pictures, et al.
- Perform minor fixes, such as repairing broken locks, pews, filling gaps/damage to walls, etc.
- Maintain a up-to-date library of user manuals for office furniture and fixtures that can be referred to, when/if needed.
- Promote and ensure compliance with the Bishops Charter for the Protection of Children and Young People, as needed.

Other duties, tasks or responsibilities as assigned or delegated by the parish's incumbent Pastor, Parochial Administrator or Office/Business Manager.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

**Decision-making and Supervisory Responsibility:**

	Supervised Positions	Offertory Counters	Volunteers	
HIRING	N/A	N/A	N/A	
ASSIGNING/SCHEDULING WORK	N/A	N/A	N/A	
MONITORING/CONTROLLING WORK	I	N/A	N/A	
DISCIPLINE	N/A	N/A	N/A	
PERFORMANCE EVALUATION	N/A	N/A	N/A	
SALARY RECOMMENDATIONS	I	N/A	N/A	
DISMISSAL	N/A	N/A	N/A	
BUDGET RESPONSIBILITY	Submits annual budgeting input and submits Purchase Orders (POs) to parish's Business Manager			
PROPERTY RESPONSIBILITY	Responsible for the appropriate stewardship of all parish resources, including capital maintenance			
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential and sensitive information on desktops or offices			

I indicates Input only  
R indicates responsibility for Recommending a course of action requiring one other approval  
F indicates responsibility for the Final Decision

**Minimum Requirements:**

**Education:** High school diploma or equivalent. Must possess stamina and dexterity.

**Experience:** One to three years of general light maintenance experience (i.e., using manual, electrical tools, maintenance manuals, etc.) in business environment preferred. Experience in the non-profit sectors desired.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Ability to organize and prioritize workload (time management) to accomplish tasks and responsibilities.
- Ability to read and follow written and oral instructions.
- Ability to work independently.
- Ability to work to achieve a high standard for results.
- Ability to troubleshoot mechanical breakdowns of maintenance equipment.
- Ability to be trusted around sensitive or confidential data and information that may be left on desks in locked offices.
- Ability to operate light to mid-range custodial or janitorial equipment.
- Possesses an attitude of pride in workmanship.
- Submission of monthly time sheets to the parish's Office/Business Manager by the suspense date.

**Physical Requirements of this position include:**

	FREQUENCY OF REQUIRED EXPOSURE/USE		
<b>WORK ENVIRONMENT</b>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)		X	
HUMIDITY	X		
HEIGHTS		X	
NOISE			X
VDT/CRT USE	X		
DRIVING	X		
STANDING			X
SITTING	X		
WALKING			X
BENDING			X
WORK WITH OTHERS		X	
REPETITIVE MOTION			X
GASES/FUMES		X	
DUST		X	
<b>OPERATING MACHINERY</b>	SELDOM	OCCASIONAL	FREQUENT
COPIER	N/A		
TYPEWRITER	N/A		
TELEPHONE	X		
FACSIMILE (FAX)	N/A		
10-KEY	N/A		
CALCULATOR	X		
COMPUTER	N/A		
LAWN MOWER	X		
EDGER/TRIMMER	X		
VACUUM CLEANER			X
MOP			X
CARPET CLEANER			X
FLOOR BUFFER	N/A		
CARPET SHAMPOOER			X

	FREQUENCY OF REQUIRED EXPOSURE/USE		
<b>OTHER</b>	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMIN.	X		
HEARING		X	
SPEECH		X	
OTHER			
TRAVEL:			
LOCAL		X	
NATIONAL	N/A		
INTERNATIONAL	N/A		

**MOVING EQUIPMENT AND SUPPLIES**

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs)			X
HEAVY (Over 20 lbs.)		X	

**DESCRIPTION OF MOVEMENT**

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X

**AVAILABILITY**

	SELDOM	OCCASIONAL	FREQ.
EVENINGS			X
WEEKENDS			X

