



CHRIST THE KING CATHOLIC CHURCH

4000 Ave Maria Drive ~ Ann Arbor, MI 48105 ~ www.ctkcc.net

JOB DESCRIPTION: Facilities Maintenance Worker

<u>Accountability:</u>	Reports to Director of Operations
<u>Supervisory Responsibility:</u>	Supervises employees and volunteers
<u>FLSA Status:</u>	Non-exempt
<u>Hours:</u>	Full-time
<u>General Summary:</u>	Responsible for the maintenance of all parish facilities and equipment; ensuring safety to all persons, including staff and visitors, and to extend the life and appearance of the facilities. This includes keeping the parish facilities clean and orderly, and supervision of maintenance and janitorial staff. Should present a welcoming appearance and attitude to those who use our parish facilities. This position helps the parish spread the Gospel by maintaining the facilities used for divine worship, faith formation, and building up the domestic church with social activities.

Principal Duties and Responsibilities include:

- Evaluates buildings and grounds conditions. Troubleshoots repairs before calling for service.
- Performs a variety of facility and equipment maintenance duties, including routine carpentry and plumbing, based on skill level and experience.
- Helps with a variety of installation, repair and renovation to buildings, including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance of wooden structures.
- Installation, repair and renovation of some equipment including electrical appliances, valves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, and heating and cooling systems.
- Landscaping duties, including snow and ice removal from ramps and walkways.
- Drywall repair and painting.
- Moving and transporting furniture and equipment.
- Operates and maintains a variety of tools and equipment.
- Supervises maintenance and janitorial staff.
- Meets with inspectors (State, Township, Fire, alarm company, etc.)
- Supervises volunteers as needed.
- Periodic cleaning, refinishing, waxing, and polishing of floors, furniture, and equipment.
- Perform routine custodial duties keeping buildings and property in clean and orderly condition, including sweeping, mopping, vacuuming, dusting, cleaning of windows, cleaning bathrooms, replenishing bathroom supplies, washing of walls, collection and disposal of all refuse.
- Aid with setup and take down for a variety of events and activities.
- Secure closing of the parish buildings, as appropriate.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

Education: High School graduate or equivalent.

Experience: A minimum of two years experience with a variety of maintenance tools, equipment, and procedures. Some supervisory experience is preferred.

Requirements: Must have a valid driver's license. Ability to operate and maintain various custodial equipment and machinery.

An active, joyful, practicing Catholic is preferred. Must be someone who supports the work of Christ the King Catholic Church, who can view their work as a service to those who attend the parish. Must have excellent attention to detail, cleanliness, and order. Must be self-motivated and able to work well independently, and also work well with others.

Physical Demands: Duties are physically demanding. This job requires good physical condition due to the volume of lifting, bending, twisting, pushing, pulling, climb stairs, and other various repetitive physical motions. Must be able to lift 50 pounds or more. The position requires minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.