**[NAME OF PARISH]**

**Job Description**

**Position:** **Maintenance/Custodial Person**

**Reports to:**  Rector

**FLSA Status**: Non-Exempt

**Date prepared**:

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employee)*

*(Supervisor)*

**PURPOSE**

The Maintenance/Custodial Person is responsible for the execution of tasks, either directly or through volunteers or service providers, that support the operations, maintenance, repair and improvement of the grounds, facilities, and related equipment of all properties of the Cathedral of St. Mary parish community. These properties consist of the Cathedral, school, parish office, and parish hall. Responsibilities include custodial duties as well as basic building, repair, and installation tasks in carpentry, plumbing, painting, mechanical repairs, structural repairs, lighting, heating and ventilation, setup and breakdown for events, and limited assistance in A/C and electrical functions. The Maintenance / Custodial Person plans and directs building and grounds improvements that ensure that the facility’s appearance positively reflects and enhances The Cathedral parish and school in the community. This position also performs some custodial duties and supervises volunteers for the completion of custodial tasks. The Maintenance/Custodial Person performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Oversees the maintenance of all parish and school facilities, including the routine inspection of the grounds, installations, and equipment to determine necessity of repairs, maintenance or replacement.
2. Plans and directs building and grounds improvements that ensure that the facility’s appearance positively reflects and enhances the parish and school in the community. Schedules work with minimal interruption to business and communicates any transportation- and related interruptions to employees and community. Secures necessary permits for such work.
3. Directs and controls running of utilities, including water, power, HVAC, and their dependent mechanical and electrical systems.
4. Maintains electrical power systems, including Uninterruptible Power Supply and Power Distribution Systems and consults with service providers to ensure that facilities power meet demands and new specifications as needed with changing technology.
5. Provides input into emergency backup plans and procedures and works with rector and principal to ensure that systems are in place for business continuity in the event of interruption.
6. Works with rector to formulate and test a Disaster Recovery/Business Continuity plan
7. Oversees all security measures and systems, including alarms. Works with rector, principal and staff to plan and implement policies and procedures to provide for security of buildings and people working in and accessing building and grounds.
8. Keep facilities and grounds of church clean, safe, and orderly through regularly scheduled custodial and maintenance duties (see attached schedule of tasks). Perform lawn and garden maintenance including cutting grass, pruning trees, removing debris, weeding and mulching flower- and plant beds, and blowing dried leaves.
9. For church and rectory properties, repair or replace defective parts, equipment, and structures, and reassemble equipment, using hand or power tools. Approach repair work critically to ensure that the repair is actually the best solution, and make recommendations to the rector on better alternative solutions or approaches, if applicable.
10. Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
11. Replace small components and parts in electrical devices (lamps, light bulbs, sockets, etc.)
12. Perform tasks to accomplish special projects (building, reallocation of office space and furniture, etc.) according to work orders.
13. Complete tasks according to appropriate specifications, standards/best work practices and within scheduled parameters. Keep rector apprised of progress, notifying him of delays.
14. Complete work reports and equipment logs.
15. Review own work upon completion of each job to ensure that installed components, repairs and built projects are functioning according to expectation. Solicit feedback from person who initiated the work order.
16. Take and log daily reading in AC units and electrical parameters.
17. Clean air-conditioning systems and change filters monthly or according to determined schedule.
18. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and to prevent deterioration of buildings/structures.
19. Perform routine inspections of equipment, fluid levels, etc., following checklists.
20. Store chemicals, paints, liquids and hazardous substances with their respective MSDS (material safety data sheet) and new product documentation.
21. Prepare and break down meeting and event rooms and areas by arranging furniture and heavy equipment according to specifications in work order. Complete on schedule.
22. Use tools such as drills, saws (table, jib, manual), compressors, hoists, wrenches, precision measuring instruments, and electrical and electronic testing devices. Use hand trucks and dollies for transport.
23. Perform all work according to safe work practices while maintaining a safe, clean work area and tools, and reports any hazards to supervisor. Lock out and tag tools, equipment, or areas of vulnerability (i.e., electrical outlets) as needed to maintain safety.
24. Use personal protective equipment properly when required by OSHA or on own initiative, when hazardous conditions are evident.
25. Detect and report to rector defective materials and structural components.
26. Dispose of waste according to policy.
27. Read and interpret plans, blueprints, schematics and other facilities-related documents needed to perform tasks.
28. Perform tasks with minimal interruption to normal workflow patterns of parish business.
29. Participate in emergency backup plans and procedures, including disaster recovery/business continuity plans, as required by rector.
30. Take inventory and order supplies on a regular basis, exercising cost-consciousness.
31. Schedule service calls with third-party material-supply vendors/service providers and, if needed, solicit and negotiate bids to obtain best value. Communicate problems and expectations clearly.
32. Other facilities-related projects and duties as needed or assigned.

**SUPERVISORY RESPONSIBILITIES**: The maintenance/custodial person coordinates and oversees volunteers as needed. This position does not supervise employees.

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience.**

1. Minimum: High-school diploma or G.E.D. with three years’ related experience and/or training; or equivalent combination of education and experience.
2. Preferred: High-school diploma or G.E.D. with five years’ related experience and/or training.
3. Technical or trade school coursework in building technology and/or HVAC a plus.

**Certificates, Licenses, Registrations.**

Valid FL driver license and automobile insurance

Universal Certification a plus

**Other Technical/Professional Knowledge, Skills and Abilities.**

### Basic PC skills, including ability to navigate the Windows OS, enter data into system and perform e-mail functions in MS Outlook, required.

1. Ability to read and understand blueprints, MSDS, Hazard Communication labels and safety warnings.

**Language Skills.**

1. Good oral and written English-language communication skills.
2. Good Spanish-language and/or Haitian-Creole or French-language spoken communication skills strongly preferred.

**KNOWLEDGE
Mechanical:** Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Building and Construction**: Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings or other structures.

**Public Safety and Security**: Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Mathematics**: Knowledge of arithmetic and applications required for the tasks.

**SKILLS
Equipment Maintenance:** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Repairing:** Repairing machines or systems using the needed tools.

**Operation Monitoring**: Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Troubleshooting**: Determining causes of operating errors and deciding what to do about it.

**Active Listening**: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Installation**: Installing equipment, machines, wiring, or programs to meet specifications.

**Equipment Selection**: Determining the kind of tools and equipment needed to do a job.

**Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Reading Comprehension/thinking:**  Understands written sentences and paragraphs in work-related documents, including policies, procedures and contracts.
**Critical Thinking:** Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**ABILITIES
Mathematics:** Able to add, subtract, multiply, and divide, as well as ability to compute percentages.

**Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. .

**Deductive Reasoning:** The ability to apply general rules to specific problems to arrive at logical conclusions.

**Inductive Reasoning:** The ability to combine pieces of information to form general rules or conclusions (including finding relationships among seemingly unrelated events.)

**Manual Dexterity**: The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

**Multi-limb Coordination**: The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**Near vision**: The ability to see details at close range .

**Arm-Hand Steadiness**: The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

**Visualization**: The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

**Finger dexterity**: The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

**COMPETENCIES.**

**Adaptability**: Continuing to be effective when experiencing changes in the work environment, culture, technology, duties and tasks, requirements, and structures.

**Attention to Detail/Quality Orientation**: Exercising thoroughness in accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks.

**Continuous Improvement**: Exercising continuing effort to evaluate and improve conditions, situations and processes, both incrementally and significantly.

**Customer Focus (Internal and External)**: Committing oneself to putting the customer first and consistently delivering the best service possible; building productive customer relationships; accountability for customer satisfaction and loyalty.

**Dependability**: Being reliable, accountable and fulfilling obligations, including deadlines.

**Information Monitoring:**  Setting up ongoing procedures to observe, collect and keep under review all information needed to manage ongoing situations.

**Initiating Action**: Taking prompt action to accomplish objectives, taking action to achieve goals beyond what is required; being proactive.

**Managing Work (includes Time Management)**: Committing one’s time and resources in the most economical manner to ensure that work is completed efficiently.

**Planning and Organizing**:Establishing courses of action for oneself and others to ensure that work is completed efficiently and according to priorities.

**Safety Awareness**: Proactively identifying and correcting conditions that affect people’s safety; compliance with safety standards.

**High Work Standards**: Setting and maintaining high standards of performance for oneself..

**PHYSICAL DEMANDS.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* This job requires performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
* Direct physical activity may be required to operate machines or processes.
* Must be able to lift and move heavy (over 75 pounds) objects.

**WORK ENVIRONMENT.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Sometimes works in a noisy environment.
* Exposed to machinery with moving parts.
* Works outdoors when required, in a hot and humid environment.
* Requires use of personal protective clothing and equipment, according to task.
* Works in high places.

**DISCLAIMER** The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.