

# PARISH MAINTENANCE POSITION DESCRIPTION

## **POSITION PURPOSE**

To maintain, repair and clean building areas / equipment and to assist others in their duties to ensure a safe clean and well maintained parish / school. Perform repair and maintenance tasks in support of quality standards encompassing a variety of skills of different trades, including, but not limited to carpentry, masonry, painting and plumbing, basic electronics and electrical and mechanical work.

## **JOB DESCRIPTION AND DUTIES**

### ESSENTIAL FUNCTIONS:

Work with staff as required, to assist with repairs and maintenance, including changing filters on supply air and exhaust fans. Must have good mechanical ability and be willing to learn and take directions from Director of Operations. Skill in the use of basic hand and electric tools and familiarity with parts and materials is required. This individual must be able to work in hot, cold and wet conditions and be able to stoop, kneel, crawl and climb on all types of surfaces. The position requires the lifting of tools, equipment or material weighing up to 50 lbs, or 200 lbs. with wheeled assistance. Use of ladders and climbing up to 30 feet high will be required to maintain facilities when necessary. Grasping, lifting and holding tools and having good dexterity is required. Must have the visual ability to identify and match colors for painting and the ability to perform duties in confined spaces and awkward positions.

### OTHER:

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination.

### SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities:

- Basic knowledge of skilled trade activities in carpentry, masonry, painting, plumbing, electrical and mechanical work
- Basic mechanical aptitude for operation and repair of facilities equipment
- Skill in the use of a variety of skilled trade tools (including hand and electrical)
- Basic English language communication and simple arithmetic functions

EDUCATION:

The applicant should possess any combination of education, training or experience that provides the required knowledge, skills and abilities necessary to perform the function of the job. A High School Diploma is preferred.

EXPERIENCE:

Experience in various building and construction trades is preferred.

LICENSES or CERTIFICATION:

Type 3 Hawaii Drivers License is required.