

# Saint Mary Magdalene Catholic Church

## Simpsonville, SC

### Parish Staff Job Description

**Title:** Facilities & Maintenance Technician

**Department(s):** Facilities

**Reports to:** Facilities Manager

**Job summary:** Maintain and repair buildings and building operating systems, for example: minor: electrical, plumbing, locks, windows and alarms. Clean the interiors of buildings as scheduled by the facilities manager. Set up and follow a planned maintenance schedule. Responsible for tools and repair supply inventory. Set-up and take down temporary furniture and equipment required for group events and meetings.

#### Essential job functions and expectations:

- Promptly report damage to facilities and systems and repair as directed. Recommend actions to preserve assets. Requisition tools and supplies. Assist the Buildings Custodian and Housekeeper as directed and/or as needed.
- Maintain and repair buildings and building operating systems, for example: HVAC, electrical, plumbing, locks, windows and alarms.
- Clean the interiors of buildings as scheduled by supervisor.
- Set up and follow a planned maintenance schedule.
- Responsible for tools and repair supply inventory.
- Set-up and take down temporary furniture and equipment required for group events and meetings.
- Promptly report damage to facilities and systems and repair as directed.
- Recommend actions to preserve assets.
- Assist with custodial and housekeeping duties as directed and/or as needed.

**Minimum requirements:** High School graduate with basic knowledge of electricity, plumbing, HVAC and proper storage of equipment. Basic proficiency in writing and speaking English and competent with arithmetic and calculators. Loyal, dedicated, with compatible diplomatic personality.

**Physical requirements:** Able to lift 50 # or more and safely operate electrical cleaning and maintenance tools. Able to assume positions and postures required for building maintenance and cleaning activities; licensed to operate automobiles.

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.