

Custodian/Light Maintenance Technician

Job Title: Custodian/Light Maintenance Technician

Location: Sts. Mary and John Catholic Parish

Reports To: Office Manager and Priest

FLSA Status: Full Time; Hourly

Last Revised: June 25, 2024

Summary:

The Custodian/Maintenance Technician is responsible for providing routine, preventative maintenance and cleanliness for the Parish property and Parish owned rental properties. Duties include but are not limited to Boilers/ HVAC, mechanical, plumbing, electrical systems, mopping floors, cleaning bathrooms and emptying trash. Jobs offer excellent benefits and salary will be based on ability & experience.

Essential Job Functions:

- Act as main point of contact for all maintenance issues and building projects.
- Perform routine plumbing maintenance and repairs.
- Regularly using hand tools, powered tools, electronic testing equipment or other means to repair breakdowns, perform preventive maintenance and check equipment.
- Perform all interior and exterior repairs to church, rental properties and other buildings and grounds.
- Coordinate large projects being performed by outside vendors.
- Trouble shoots electrical and mechanical issues as they arise.
- Maintains the parish grounds.
- Performs various custodial duties.
- Must be able to be on call if emergencies arise or for snow/ice removal.
- Coordinate with volunteers and vendors.
- Use basic computer programs to send emails, put bids together, and perform maintenance tasks.
- Participate as a member of the Parish Building and Grounds Committee.
- Responsible for maintaining supplies inventory.

Required Skills:

- High school diploma/GED or equivalent.
- Must be able to routinely lift 50lbs.
- Must be able to climb ladders
- Be able to bend, squat and maneuver in tight places, on occasion.
- Basic understanding of electricity, plumbing pneumatics and hydraulics.
- Ability to read schematics.
- Experience with Word and Excel software.
- Valid driver's license.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume to kkuehn@evdio.org