

PARISH: St Augustine Church

TITLE: *Maintenance Person*

NAME:

REPORTS TO: PAA

DATE:

GRADE: Part-Time

I. POSITION PURPOSE

Provides hands-on maintenance services to buildings and grounds.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Performs preventive maintenance to buildings, including the rectory, and grounds to minimize plumbing, mechanical, electrical, heating and ventilation system failures.
- B. Diagnoses problems and makes needed repairs to buildings, including the rectory, or if necessary coordinates repair with outside vendor or contractor.
- C. Diagnoses problems with maintenance equipment and makes needed repairs or if necessary coordinates repair with outside vendor.
- D. Checks furnaces for proper operation making adjustments as appropriate.
- E. Performs maintenance at St Mary Mission, Coupeville as assigned.

III. SECONDARY FUNCTIONS

- A. Attends staff meetings when requested.
- B. Performs other duties as assigned by the PAA or Pastor.

I have read and understand the job description for the Maintenance position and accept.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____