



ARCHDIOCESE OF PORTLAND

IN OREGON

Human Resources

FULL TIME MAINTENANCE WORKER

Job Title: Maintenance Worker

Opening Date: 3/7/2017

Location Name: Christ the King Catholic Church

City: Milwaukie

State: OR

Zip: 97222

Job Number:

Job Category:

Position FTE: Full time

Term of Service:

Position Summary:

Christ the King Catholic is seeking a full time maintenance worker for our parish and school. The ideal candidate will have extensive experience in facilities and grounds maintenance. In addition, the candidate will be comfortable working around elementary and middle school students and adult volunteers. Candidates need to be energetic, flexible, creative, collaborative, and well organized.

Duties:

1. Maintain school and parish buildings to ensure they are safe and in good working order.
 - Monitor mechanical systems and utilities (HVAC, hot water, plumbing, security alarm, fire, etc.) to ensure they are in good working order and to determine if repair or maintenance is necessary.
 - Maintain inventory of supplies and equipment (lighting, cleaning, maintenance, furniture, etc.) and process purchase orders with the approval of the principal or business manager.
 - Perform maintenance as needed on building property and equipment such as audio visual, furniture, mechanical systems, lighting doors, windows, plumbing, carpentry, etc.
 - Comply with requirements for Blood borne Pathogens training.



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- Secure property upon completion of work.
 - Set up rooms with chairs, tables and staging for special events.
 - Place and adjust exterior signs around school.
 - Supervise contractors and other workers as appropriate.
2. Perform skilled landscaping and manual work necessary to maintain campus grounds.
- Mow grass, shovel snow, water lawns, fertilize and trim shrubs, tend flower beds and regularly inspect assigned work areas to insure proper standards are maintained.
 - Operate lawn and grounds equipment including power mowers, leaf blowers, snow blowers, trimmers, and other power equipment.
 - Repair and maintain campus as needed, including facilities checklist.
 - Plan, plant and maintain exterior and interior landscaping in accordance with the landscaping plan.
 - Remove refuse and trash from grounds, clean gutters, walkways and corridors, etc.
 - Enforce safety regulations at the work site.
 - May supervise volunteers (adults and students) during a minor portion of the employee's work time, may assign tasks to a helper as needed.
 - Adjust, clean and perform minor mechanical work on the grounds equipment.
 - Recommend for purchase and suggest suitable locations for trees and shrubs.

Job Skills:

- Detail oriented
- Responsible and accountable
- Works well independently
- Identify and solve problems
- Maintain confidentiality
- Operate maintenance and landscaping equipment
- Positively interact with children
- Establish and maintain work priorities
- Maintain positive working relationships with colleagues



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- Possess good verbal and written communication skills
- Utilize technology to communicate and maintain work schedule

Education and/or Experience:

- Experience in building/property management and grounds maintenance is preferred. Possess knowledge of mechanical, heating, electrical, plumbing systems and OSHA safety requirements.

Physical Demands and Working Environment:

- Work will require the employee to stand, sit, walk, crawl, climb, bend at the knees and waist, and complete various types of repetitive motions and involving their hands, arms, knees, and feet. Lifting and moving items up to 50 pounds is expected.
- Work will be performed both inside and outside during all seasons and types of weather. Must be able to work a flexible schedule if necessary.

This is a full time benefitted position. Qualified applicants interested in the position may send a resume and references to:

Mary Ann Holliman, Business Manager
Christ the King Parish
7414 SE Michael Drive
Milwaukie, OR 97222
businessmanager@ctk.cc