



ST. HENRY CATHOLIC CHURCH

POSITION TITLE: Maintenance Worker

Opening Date: 11/14/22

Closing Date: When filled

Location of Job: St. Henry Catholic Church

Location Address: 346 NW 1st St., Gresham, Oregon 97030

Position: General maintenance worker. A professional who keeps buildings running smoothly. Can fix everything from roofs and windows to floors and doors. Able to maintain various types of machinery, such as lawn mowers and vacuums. Hours and salary negotiable depending on experience.

Primary Responsibilities:

- Maintains lights, outside sprinklers, and minor plumbing systems
- Completes small renovation & restoration projects, such as paint jobs and light carpentry work.
- Keeps driveways and sidewalks clean of snow and ice.
- Performs routine landscaping, such as pruning small trees, removing and replacing dead bushes, weeding, and mowing some areas of grass.
- Collects and disposes of trash on grounds daily.
- Performs minor repairs and or cleaning of buildings as needed.
- Secures premises upon completion of work.
- Maintains inventory of lights and bulbs, some cleaning and maintenance supplies.
- Sets up rooms for special functions, such as Mass, funerals, and receptions.
- Monitors hot water, heating, and ventilating systems.



Required Knowledge, Skills, and Abilities:

- General knowledge of and experience with building maintenance and repairs.
- Capable of lifting up to 50 lbs.
- Possesses physical stamina and dexterity.
- Ability to problem solve and work as a team.
- Strong time management skills.
- Ability to be on-call in spontaneous circumstances.

Minimum Qualifications:

- Several years of experience as a maintenance worker.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 50 pounds.

Please send resume and cover letter with contact information to the following:

- Attn: Claire Clow
- St. Henry Catholic Church
- Email: clow@archdpdx.org
- Phone: 503-665-9129