



# ARCHDIOCESE OF PORTLAND IN OREGON

**POSITION TITLE:** Maintenance Worker

**Opening Date:** 06/30/2022

**Closing Date:** When filled

**Location of Job:** 601 W Burnside St, Portland, OR 97209 St. Andre Bessette

**Position Summary:** St. Andre Bessette is searching to hire a maintenance worker to join their staff. Their primary duties would be to maintain the buildings, and property of the parish, ensuring that all facilities are in working order. Cleans the buildings and property of the parish. Handles janitorial responsibilities and other upkeep as needed.

## **Essential Functions/ Primary Responsibilities:**

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. *The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

- Ensures that the parish and associated property is maintained in a clean and orderly manner.
  - A. Vacuums, dusts, mops and waxes floors.
  - B. Cleans bathrooms and washes windows.
  - C. Cleans parish offices.
  - D. Replaces light bulbs as necessary.
  - F. Keeps janitorial closets and cupboards clean, orderly and locked at all times.
- Maintains grounds in a clean, safe manner.
  - A. Keeps sidewalk(s) clean of snow and ice.
  - B. Cleans exterior walls as necessary.
- Monitors hot water, heating and ventilating systems, determining if repair or maintenance is needed.
- Collects and disposes of trash.
- Performs minor maintenance on parish, such as light carpentry work and minor repair work, as needed.

- Secures premises upon completion of work.
- Maintains an inventory of lighting, cleaning and maintenance supplies.
- Sets up rooms for special functions such as Mass and/or meetings.
- Maintains current and historical files relevant to insurance/risk management including, claim and litigation-related files, policies of all insurance available to the Archdiocese, special event contracts, and other various insurance-related documents.
- Sets up rooms for special functions such as Mass and/or meetings.
- Changes door signs as requested by the pastor.
- Maintains confidentiality.

**Qualifications:**

- 5 Years experience in custodial, building, grounds and maintenance preferred.
- Considerable knowledge of plumbing and electrical systems in a public facility as well heating and boiler systems.
- Proficient in use and care of custodial equipment and supplies.
- Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

**Physical Demands:**

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

**Job Conditions:** Work is performed both indoors and outdoors, under continual, tight deadlines.

**Supervises:** Supervision of contractors and other workers is sometimes required

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Please send your resume to [pastor@saintandrechurchpdx.org](mailto:pastor@saintandrechurchpdx.org) to apply.**