

**DIOCESE OF YAKIMA PASTORAL OFFICE**

**Job description**

**JOB TITLE:** Ministry Maintenance Work

**DEPARTMENT:** Finance Office

**SUPERVISOR:**

**CLASSIFICATION:** Full-time; Hourly

**SALARY:** DOQ

**DATE PREPARED:** October 21, 2013

**APPROVED BY:** James Perko, Chief Finance Officer

**A. Position Description:** The maintenance worker is responsible:

1. For the day-to-day cleanliness and upkeep of the Diocesan campus facilities, through use of his time or use of outside service vendors;
2. For identifying and advising the Chief Financial Officer of potential major repair and maintenance projects of the campus facilities; and
3. For identifying and advising the Chief Financial Officer of potential non-compliance with safe work environment policies.

**B. Smart Goals:**

1. Emergency Repairs: To provide Chief Finance Officer / Controller an incident report of all emergency repairs within 4 hours from knowledge of the incident, and provide a daily update of the incident until resolved. Repairs are considered emergency when the safety and health of any staff member is at risk.
2. Non-emergency Repairs: To resolve non-emergency repair requests within 24 hours and prepare a weekly activity report for submission report to Chief Finance Officer / Controller at the end of each week.
3. Reporting of Completed Maintenance Projects: In conjunction with the development of the maintenance calendar planning, to provide a list of completed maintenance tasks for review by the Chief Finance Officer / Controller at the end of each month.
4. Maintenance Calendar Planning: To develop a monthly maintenance calendar based on described maintenance tasks/work list (See Section ), to be reviewed and approved by Chief Finance Officer / Controller before the start of each month.

5. Potential Major Repairs: To provide the Chief Financial Officer and Controller with a monthly report of potential major repair and maintenance projects in the campus facilities, for submission at the end of each month, updating general description of work to be done, priority levels, estimated costs and an assessment of the potential hazards when not resolved.
6. Budgets: To develop an annual operating maintenance budget for discussion with the Controller at the end of February each year; and to assist the Controller in the development of the Capital Expenditure Budget, when requested.
7. Health & Safety: To achieve zero-incident tolerance throughout the year, for incidents caused facility impairment and facility safety related deterioration.

## **C. Major Areas of Responsibility**

Following list of duties are performed in accordance with the maintenance planning schedule developed in Section C.4 above.

### **1. General Maintenance Duties**

- a. Clean and care for assigned areas and equipment
- b. Observe and adhere to all safe work environment policies
- c. Lift and carry supplies, equipment, furniture, deliveries, etc. weighing up to 55 pounds, per staff requests.
- d. Routine washings of windows, mirrors, walls and sanitizing showers as assigned.
- e. Evaluate and report any non-compliance by the janitorial service contract, and report the same to the Controller, for vendor flagging.
- f. Make minor repairs to maintenance and/or custodial equipment.
- g. Resolve any light bulb or fixture, shade or blind that needs replacement or repair.
- h. Provide maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems.
- i. Regulate ventilation and temperature of buildings; and clean air vents as required.
- j. Identify and report any building and ground repair that need the attention of the Chief Finance Officer / Controller.
- k. On a monthly basis, ensure that the fire sprinkler systems are in working condition; replace valves as necessary; and fix any breaks.
- l. Ensure that air filters on the roof and basement are replaced as per schedule.
- m. Paint and repair walls in the buildings as necessary; and coordinate with the Yakima Graffiti Busters, when necessary.
- n. Repair restroom facilities and fixtures including sinks, urinal, toilets and floors as necessary.
- o. On a weekly basis, maintain the lawn equipment to ensure that they are in good working condition.
- p. Prune and trim bushes, hedges and ornamental plants as scheduled.
- q. Coordinate with outside vendors if the above listed repair work that is beyond the capacity of the Maintenance Worker.

## **2. Seasonal/Special Duties**

- a. Mow the lawn and maintain grounds including weeding and watering.
- b. Salt and shovel sidewalks and walkways during inclement weather.
- c. Assist/supervise inspections of furnace, boilers, fire extinguishers, HVAC and other maintenance/repair projects using outside vendor services.
- d. Assist/supervise contractors and vendors during estimates of services.

## **D. Task List and Work Schedule**

In the development of the monthly maintenance schedule, Maintenance Worker considers the attached task requirements, when practicable.

## **E. Work Schedule**

The normal work schedule is 7 hours per day, 5 days a week for a total of 35 hours per week. The monthly maintenance schedule will consider the nature of the job and the required flexibility outside of the normal 8:30 am to 4:30 pm regular office schedule. For example, if the schedule requires that Maintenance Worker to be in the job at 6:30 am, the job shift ends at 2:30 pm, to complete the 7-hour work day + one-hour lunch break. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury and other personal emergency.

The position is an at-will position.

## **F. Job Requirements**

The following requirements are those that are normally required for performance of this position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

1. Physical requirements:  
This position normally requires the physical demands of standing, walking, bending, lifting or performing other work required low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.
2. Non-physical requirements:  
Education: A minimum of high school diploma or GED.
3. Special Skills
  - a. Working knowledge and understanding of the best maintenance practices, methods, materials, and equipment resources in day-to-day custodial work.
  - b. Maintain integrity and work independently in the absence of supervision.
  - c. Good organizational skills and the ability to manage multiple tasks simultaneously
  - d. Understand and follow oral and written directions.
  - e. Proficiency in the operation of a variety of hand tools.

- f. Ability to:
- Work well with other employees and parishioners and maintain the “spirit” of the Central Pastoral Office.
  - To make routine decisions independently
  - To comply with all policies and procedures in the maintenance service manuals.
  - To provide advice and guidance to parish maintenance workers when requested.
  - To recognize and understand that the campus buildings are occupied by employees of the entities of the Diocese of Yakima and are to be treated with the highest standards of respect and quality of workmanship.