

# **Buildings and Grounds Department**

## **Job Description**

### **Part Time Facilities Technician**

**IDENTIFYING INFORMATION:**

**Status:** Part Time **Reports to:** Facilities Manager

**Primary Functions:**

The Facilities Technician is responsible for general maintenance and repair of the buildings and grounds of St. Anthony and supporting the needs of groups/ministries that meet on campus.

**Major Position Responsibilities/Activities:**

Create and foster a welcoming environment for all who come on campus.  
Support parish staff, school, conferences and meetings with set ups, tear downs and basic AV needs.  
Respond immediately to calls for assistance while on duty.  
Provide hands on labor for repair and maintenance of buildings, grounds and equipment.  
Follow safety protocols and use the correct tools to perform tasks safely and efficiently.  
Completes work orders and repairs in assigned time.  
Maintains hand and power tools to manufacturers standards and stores them properly.  
Perform maintenance of grounds such as, weeding, mulching, trimming of shrubs and removal of litter.  
Painting  
Power washing  
Assembly and relocation of furniture and equipment  
Perform preventative maintenance on equipment as directed  
Maintain a clean environment by resetting rooms and picking up after events.  
Assist service providers as needed  
Provide appropriate security measures.  
Perform locking and unlocking functions.  
Other related assignments as requested by the Facilities Manager.

**Skills Required:**

Identification and competent use of hand and power tools  
Functional knowledge of Outlook  
Troubleshooting skills  
Basic Working knowledge of Plumbing, Carpentry & Audio/Visual a plus  
Safety minded

**Education:**

Minimum of a high school diploma

**Other:**

Must have reliable transportation  
Flexibility to work nights and weekends and holidays  
Must be able to lift 50 pounds, push or pull heavy carts and set up and clear large quantities of tables and chairs  
Must be able to work in a standing position indoors and outdoors for several hours  
Complete Safe Environment Program

Sign: \_\_\_\_\_ Date: \_\_\_\_\_