

Buildings and Grounds Department

Full Time Facilities Technician

IDENTIFYING INFORMATION:

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

Work Schedule: 40 hours per week; shift schedule as assigned

Salary: Based on Background and Experience

This full time position is eligible for benefits

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 the parish, school and ministries that meet on campus. This position will respond to emergency situations to minimize the risk and loss of property.

Major Position Responsibilities/Activities:

Provide facilities support to church, staff, school and ministries

- Provide hands on labor for repair and maintenance of buildings, grounds and equipment.
- Set Up for meetings and events
- Maintain, service, clean and properly store equipment.
- Perform maintenance of grounds such as weeding, mulching, trimming of shrubs and removal of litter.
- Painting interior and exterior.
- Participate in minor construction projects.
- Power washing
- Assembly and relocation of furniture and equipment
- Assist service providers as needed
- Provide appropriate security measures.
- Perform locking and unlocking functions.
- Other related assignments as required to support the church.

Skills Required:

- Identification and competent use of hand and power tools
- Working knowledge of HVAC, Electrical, Plumbing, Carpentry a plus
- Minimum of a high school diploma
- Must be able to read, write and communicate in English
- Must be able to operate a computer to fill out reports, check emails and schedules
- Flexibility to work nights and weekends and some 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 year round

Send Resume or Letter of Interest to:

spoconnell@ap.church