

# ST. STEPHEN CATHOLIC CHURCH



**POSITION TITLE:** FACILITIES & MAINTENANCE TECHNICIAN

**Opening Date:** To Be Determined

**Closing Date:** When Filled

**Location of Job:** ST. STEPHEN CATHOLIC CHURCH

**Location Address:** 1112 SE 41<sup>st</sup> Ave, Portland, OR 97214

**Position:** Full-time, non-exempt, benefits eligible. Schedule to be determined. Must work flexible hours due to parish/school functions.

**Position Summary:** Provide for effective and efficient operation and maintenance of all parish buildings and grounds, ensuring all facilities are in working order. Cleans the buildings and property of the parish/school. Handles janitorial responsibilities and other upkeep as needed.

## **Primary Responsibilities:**

(NOTE: The essential functions and responsibilities listed here are only intended to be an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from this position. Duties and responsibilities are subject to change based on the needs of the parish and requirements of the job position.)

1. Ensures that the parish and associated property is maintained in a clean and orderly manner.
  - a. Vacuums, dusts, mops, and wax floors (frequency to be determined).
  - b. Clean bathrooms.
  - c. Washes windows.
  - d. Cleans classrooms and parish offices.
  - e. Replace light bulbs, as necessary.
  - f. Keeps boiler rooms clean and free of clutter.
  - g. Organize the church basement workshop, janitorial closets, cupboards, and workbenches, maintaining them in a clean, orderly manner and locked or secured at all times; clean up after completing projects to ensure tools and hardware are returned to their proper places. (NOTE: This will be the technician's priority when hired.)
  - h. Perform inspections and preventive maintenance on a scheduled basis.
2. Maintains grounds in a clean, safe manner (or supervises outside contractors performing that work).
  - a. Mows, waters, and edges lawns.

- b. Keeps driveway(s) and sidewalk(s) clean of snow and ice.
  - c. Weeds, prunes, and rakes as necessary.
  - d. Maintains piazza, courtyard, and parking lot in a safe and clean manner.
3. Monitors hot water and HVAC systems and settings, determining if repair or maintenance is needed beyond the scope of the technician's skills or if the job requires a licensed technician.
4. As needed, respond to emergency maintenance and custodial issues after-hours and weekends.
5. Collects and disposes of trash and recycling.
6. Performs minor concrete, asphalt, carpet, HVAC, carpentry, roofing, electrical, plumbing, and painting maintenance and repairs that does not require service by a professional, as well as minor construction work. Coordinates with pastor to determine if an outside contractor is needed for the work. Examples of minor repairs includes:
  - a. Installing molding, carpet, and tile.
  - b. Touch-up painting.
  - c. Changing door locks.
  - d. Replacing faucets, toilets/urinals, lights and ballasts, and electrical outlets.
7. Monitors security of parking lots and grounds; secures premises upon completion of workday.
8. Maintains an inventory of lighting, cleaning, and maintenance supplies.
9. Orders and purchases maintenance supplies, equipment, services, and rental equipment using parish accounts in consultation with the pastor. Reviews deliveries for accuracy and acknowledges receipt of goods and services.
10. Sets up rooms for special functions such as Mass and/or assemblies and conferences.
11. Moves furniture and equipment in the church, school, parish hall, and rectory.
12. Changes outside sign as requested by pastor.
13. Maintains confidentiality, discussing church business only with persons necessary to conduct business or responsibilities.
14. Handles other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Excellent organizational and communications skills.
- High level of accuracy and attention to detail.
- Problem-solving, discretion, interpersonal skills, and teamwork.
- Ability to honor and maintain confidentiality.
- Willing/able to work flexible hours, as necessary.

### **Minimum Qualifications:**

- Prefer five (5) years of experience in custodial, building & grounds maintenance. License or certification in a construction trade (e.g., plumbing, electrical, HVAC, etc.) preferred but not required.

- Considerable knowledge of heating/ventilation/air conditioning (HVAC), boiler, plumbing, and electrical systems in a public facility.
- Broad working knowledge of concrete, asphalt, floor coverings, carpentry, and painting.
- Good working knowledge of use of common manual and power tools.
- 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.
- Current driver's license.
- Must be a Catholic in good standing with the Church. The workday involves prayer and attendance at daily Mass and/or Vespers.

**Communication/Client Contact:** Contacts are normally made with others both inside and outside the parish/school. Contacts are usually made at supervisor's request and frequently contain confidential/sensitive matters.

**Physical Demands:**

Employee should be in good physical health. The employee is required to stand, walk, stoop, climb ladders, talk, reach, sit, hear, and handle and perform repetitive motions of the hands, wrists, and feet. Able to lift and carry 50 pounds for 30 feet.

**Job Condition: Work** is performed both indoors and outdoors, under continual (and sometimes tight) deadlines.

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

Please submit your resume and cover letter to [eandersen@archdpdx.org](mailto:eandersen@archdpdx.org)  
and cc: [\*\*saintstephen@archdpdx.org\*\*](mailto:saintstephen@archdpdx.org) or mail to:

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