

	Job Title: <b>Maintenance Technician III</b>		Rev: <b>5</b>
	Location: <b>Cathedral of Christ the King</b>	Reports Function: <b>Facilities Manager</b>	
Catholic Diocese Lexington, Kentucky	FLSA: <b>Hourly 7:30am to 4:30pm</b>	Job Status: <b>Full Time</b>	
Ministerial Position: NO	Approval:	Date:	

**POSITION SUMMARY:**

Responsible for performing maintenance and other miscellaneous duties in order to ensure that all properties, buildings and facilities are functionally maintained. Duties include, but are not limited to: electrical repair, plumbing repair/installation, dry wall repair, snow removal, appliance diagnosis/repair. Lead for maintenance technician, coverage for facility manager.

**CRITICAL SKILLS/QUALIFICATIONS:**

1. Must demonstrate good interpersonal and communication skills to be able to interact and work effectively and cooperatively with all people (administration, faculty, staff, students, parents, Property Committee and other committee meetings, etc.).
2. Must be self-motivated and prompt in performing tasks and have the ability to work independently and demonstrate initiative to act without being asked. Ability to manage multiple tasks and priorities with frequent interruptions utilizing time management, organizational and prioritization skills and perform duties and tasks at expected levels of professionalism.
3. Must have an electrical/mechanical aptitude and be observant of any existing or potential issues that might result from 'wear and tear' of the facilities worked in. Must take the initiative to diagnose and repair defects; and recommend preventative measures to minimize any future occurrences.
4. Strong understanding of electrical, HVAC and plumbing, including, carpentry and cabinetry skills. Possess the ability to perform minor repairs on doors, Etc. Ability to understand floor plans, blueprints and building systems.
5. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the Facilities Manager.
6. Must be able to work on roofs, outdoors, in all inclement weather conditions.
7. Must possess computer knowledge and skills, including MS Office, Word and Exel.

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8. Be present at key functions and special events beyond normal office hours, as required. Maintain safe access to building and grounds through weather emergencies. Must be on call and available for emergencies. Perform all janitorial services when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepares facilities for daily operations (e.g., opening building and access doors, checking perimeter of the building, performing minor repairs, etc.) to ensure facilities are operational and safe. Consistent and regular attendance is an essential function of this position.
2. Secures facilities and grounds for the purpose of the safety and well-being of occupants, minimizing property damage, equipment loss, and potential liability to the school children, parishioners and other employees. Check all entrances/exits throughout the day to maintain security.
3. Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, plays, concerts and events etc. Assist with special events including the installation or assisting with special equipment needed.
4. Respond to emergency situations requiring immediate attention and proceed appropriately (i.e. overflowing toilet, cleaning up after an ill student, sudden structural hazard, etc.) to resolve immediate safety issues and maintaining a functioning physical and educational environment using proper protective procedures.
5. Ensure appropriate temperature settings to provide a comfortable but economically efficient work environment. Turns off lights in unoccupied areas. Adjust heating for unoccupied times and vacation and holidays.
6. Perform ice and snow removal on walkways and steps leading to the church, school, office and rectory when necessary; ensure safety of parishioners, students and employees during winter months by constant removal of snow and salting. This may require coming in earlier than scheduled start time.
7. Assist occasionally with early arrival shipments of supplies; assist with heavy lifting and carrying of various supplies between school, church and rectory.

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8. Assist with seasonal set up and decorating for parish and school events (i.e. Christmas, Easter, etc.).
9. Inspects facilities for the purpose of ensuring site is suitable for safe operations and maintained in a functional and presentable condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
10. Assists in the organization of closets and storage areas. Services machinery/equipment (e.g., adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.
11. Ensures safety by maintaining and checking all lighting fixtures to include changing of bulbs of the high bay fixtures and ceiling repairs in the church and gymnasium. Requires use and operation of aerial lift equipment.
12. Able to learn in a timely manner how to access/utilize all primary utilities and locations of shut-off in case of emergencies (i.e. Security, natural gas, water, electric, etc.)
13. Complete and maintain regulatory inspection forms, including the research, understanding and creation of all new regulatory, health, safety and environmental inspection needs.
14. Knowledgeable in inventory control procedures to minimize waste. Must be able to research replacement parts for cost effectiveness and maintain an accurate parts inventory.
15. Assist the Facilities Manager and other parish personnel in the development of contractual arrangements with vendors and suppliers.
16. Dress Code: Maintenance Technician will wear jeans or khaki work pants with a collared shirt. Certain exceptions can be made given the type of work and work environment for the day, season (ex. Coveralls for outdoor tasks in cold weather).
17. Assist and carry full responsibility for multiple assigned projects to completion.

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18. Cover for Facility Manager is their absence as needed, full supervisory roll.

**WORK ENVIRONMENT:**

Indoor and outdoor, at times required to work under inclement weather conditions; Normal Work Hours are 7:30 AM – 4:00 PM. Evening and weekend work may be required from time to time, as needed. Employee must be able to work in tight quarters (i.e. storage closets, elevators, confessionals, baptisteries, dusty crawl spaces etc.) and be on-call for emergencies. Holiday calendar for this position will be distributed prior to the next calendar year.

**PHYSICAL DEMANDS:**

Primary functions require sufficient physical strength and stamina. Employee must be able to lift up to 50 lbs, unassisted, for the duration of up to 10 minutes at a given time. Additionally, the employee must have endurance to work outdoors in fluctuating/seasonal temperatures repairing any items that require attention for up to 7.5 hours in a given day. Employee understands that he/she will be on their feet the majority of the day. Reasonable flexibility is required to successfully complete repair work needed in spaces that are not easily accessible or occupied. Must be able to climb and work from multiple ladder configurations, scaffolding; including but not limited to bell towers and other high elevation points.

**MINISTERIAL DUTIES:**

None

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Manager

\_\_\_\_\_

Date