

DIOCESE OF ALLENTOWN
St. Michael the Archangel School, Bethlehem & Coopersburg
Position Description

Job Title: Maintenance Worker

FLSA: Non-Exempt

Job Status: Part-Time

Reporting Functions: Reports to the Principal

Job Function: To provide on-site maintenance work between the two school properties. Duties include, but are not limited to basic repairs, trash removal, mopping, lawn maintenance, weeding, and snow and ice removal.

Duties and Responsibilities:

1. Assure that all school buildings are maintained in an orderly manner. Be available for any on-site maintenance per the principal. This includes mopping and vacuuming daily, trash removal daily, and any repairs necessary.
2. Provide routine maintenance and repairs for all school properties. This includes all grounds, buildings, and structures affiliated with the school. This includes daily checks.
3. Maintain proper security of all school properties. This includes replacement and /or repair of all broken locks. Check all school buildings twice per week to ensure security. Maintain all alarm systems for all school properties.
4. Respond to emergency situations requiring immediate attention and proceed appropriately (i.e. overflowing toilet, sudden structural hazard, etc.) to resolve immediate safety issues and maintain a functioning physical and educational environment using proper protective procedures.
5. Maintains buildings, occasionally performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities. Changes light bulbs and replaces air conditioner filters. Notifies Pastor and Principal concerning major repairs or additions to lighting, heating, and ventilating equipment.
6. Inspect school facilities to ensure site is suitable for safe operations and maintained in an attractive and clean condition, and identify any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
7. Maintain outdoor drains for school properties. This includes scheduled cleanings.

8. Assure that the grounds are maintained by performing minor repairs as needed, mowing the grass, watering, and edging the lawns, weeding, pruning, and raking on a seasonal basis. This applies to all school properties.
9. Provide snow and ice removal to ensure clear access to all school buildings and the safety of all school employees. Apply salt and/or sand if necessary.
10. Assist and monitor any contractors, sub-contractors, temporary workers or apprentices hired by the school. The principal must first approve any use of an outside contractor.
11. Maintain an inventory of all cleaning supplies, tools, equipment and other maintenance items.
12. Any additional duties that may be assigned by the Principal.

Educational Requirements:

1. High School Diploma.
2. At least 5 years experience in janitorial/maintenance duties.

Skills, Knowledge and/or Abilities:

1. Must exhibit a high degree of integrity, loyalty, and dependability and have a strong work ethic.
2. Must have knowledge of grounds and building tools and equipment operations and possess the ability to perform repairs to minor equipment.
3. The ability to work independently, multi-task and demonstrate competence in all areas of responsibility.
4. Must be physically capable of lifting weights not in excess of one hundred (100) pounds. Must be physically capable of bending, stretching, pivoting and going up and down ladders and flights of steps on a frequent basis.
5. Must be able to be “on-call” for any emergencies including snow and ice removal and be must be able to perform tasks in every kind of weather condition.
6. Must be able to work with all staff members, co-workers and contractors in a professional manner.
7. Must be self-motivated and prompt in performing tasks.
8. Must have a current, valid Pennsylvania Operator’s License. Revocation of license may result in termination of employment.

Physical Demands/Requirements: Primary functions require sufficient physical ability appropriate for necessary mobility to walk and stand for prolonged periods of time; repetitive

movements such as stooping, bending, kneeling, crouching, climbing (ladders etc.), reaching and twisting; frequent use of tools; will regularly push, pull, lift, and/or carry light to moderately heavy objects and occasionally objects over 50 pounds; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate equipment.

Working Conditions: Indoor and outdoor, at times required to work under inclement weather conditions. 29 hours per week; working hours will be determined by the Principal. Evening and weekend work may be required from time to time. On-call for emergencies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Interested applicants **must** submit a cover letter and resume via iSolved Hire or to the following:

Principal Marianne Gano

Email: mgano@st-mikes.com

EOE M/F/D/V