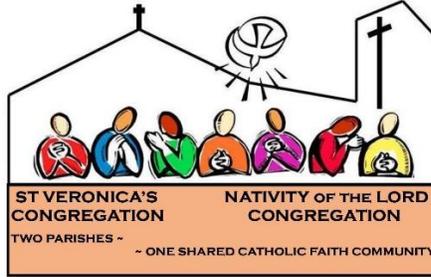


Nativity of the Lord Congregation
"Sharing the Love of Jesus with Others"
3872 E Plankinton Ave.
Cudahy, WI 53110
(414) 744-6622
parishoffice@nativitycudahy.org
www.nativitycudahy.org



**ST.VERONICA
CONGREGATION**
Imaging Christ To The World
353 East Norwich Street
Milwaukee, Wisconsin 53207
Telephone: (414) 482-2920
Fax: (414) 482-3025
www.saintveronica.org
maryjoh@stvmke.org

Maintenance Person Full-Time

Our Vision of this Ministry

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. It is not required that this employee be an active, participating Roman Catholic.

Position Description

- **Hours hired to work:** Full-time: 40 hours per week. Seasonal on-call and weekend hours
- **Benefits:** This position is full-time with benefits.
- **Directly reports to:** Maintenance Director
- **Indirectly reports to:** Shared Pastor

General Responsibilities

Custodial services, assist with providing routine and preventative maintenance services within the parish facility including St. Thomas Aquinas Academy school building.

Education/Experience

- High school degree (or equivalent).
- Experience in all phases of building/equipment minor repairs and preventative maintenance preferred.

Qualifications

- Successfully complete Safe Environment requirements of the Archdiocese.
- Successfully complete the standard Archdiocese Criminal Background Checks.
- Successfully complete Parish/Insurance Company Provided Physical.
- Possess a valid driver's license, good driving record and personal auto insurance.

Maintenance Person Continued

Qualifications Continued

- Available to work additional hours for emergencies, snow removal and special events.
- Flexibility in work place situation involving work/scheduling.
- Willing to participate in parish sponsored work-related Continuing Education Programs as required.
- Able to multi-task.
- Possess an understanding of the English language.
- Possess the ability to follow directions, both written and oral, without supervision, while functioning as a team member.
- Project a personal lifestyle with Christian values.

Physical Demands

- Go up and down steps.
- Lift up to 100 lbs.
- Climb up and down ladders.
- Able to tolerate hazardous waste and chemicals.
- Operate power equipment.
- Walk, stand, sit, kneel or bend as needed.

Skills/Knowledge Continuing Education Requirements

- Knowledge and ability to assist with performing routine and preventative maintenance to all parish mechanical systems to ensure optimal operational efficiency. Mechanical systems may include but are not limited to heating and air conditioning, pneumatic, condensate, emergency lighting system, etc.
- Knowledge and ability to assist with performing routine and preventative maintenance to all parish equipment to ensure optimal operational efficiency. Equipment may include but is not limited to grass cutting, snow removal equipment, etc.
- Electrical, plumbing, machinery and other mechanical equipment repair.
- Use of hand tools and power equipment.
- Diagnose problems and make needed repairs to buildings

Maintenance Person Continued

Essential Job Requirements

**Represents Approximate Percent of Shift Hours Allocated to Position Responsibilities*

1. Complete paper/computer work (e.g. log books, order forms, checklists, etc.) ***5%**
2. Complete daily rounds/inspections (e.g. turning on/off lights, unlocking/locking entrances as shift requires, checking boiler/HVAC, etc.). ***10%**
3. General custodial tasks throughout parish (e.g. church, hall, meeting rooms, school building, offices, bathrooms, etc.) Includes moving and replacing tables and chairs to sweep and wash floors with mop and bucket and/or floor scrubber and vacuum. Clean up/disinfect vomit and other accidents. Remove trash and other miscellaneous custodial tasks. Strip, waxes and buffs floors. Provide assistance with deliveries and movement of supplies to required areas. ***35%**
4. General minor maintenance/repair of facilities including electrical, plumbing, and buildings/facilities (e.g. burned out bulbs, interior and exterior painting, adding salt to water softener, etc.) ***10%**
5. Set up and take down for events/meetings/classes/gatherings as required (e.g. Religious Education classes, meetings, parish fund raising events, etc.) ***10%**
6. Perform grounds keeping tasks (e.g. grass mowing, leaf clean-up etc.) ***As Required**
7. Seasonal tasks (e.g. snow removal, preparation of HVAC system for heating/cooling season, etc.) ***As Required**
8. Maintain cleanliness/safety of parish grounds and facilities ***15%**
9. Other miscellaneous tasks as assigned by supervisor: ***15%**
10. Attend Seminars and Training as required by Facility Coordinator ***As Required**

Maintenance Person Continued

PHYSICAL REQUIREMENTS

PHYSICAL DEMAND LEVEL/ EQUIVALENT MET LEVEL:

Heavy/6.4-7.5 METs (greater than 50 lbs.

Assistance Available for lifting/pushing and pulling items requiring > 50lbs. of force)

LIFTING/CARRYING

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Various hand/power tools, parts equipment & supplies	Less than 10 pounds	Frequent	Generally handled between floor & overhead. Carried throughout parish. Includes up and down steps & ladders.
Various parts & equipment	10-20 pounds	Frequent	Generally handled between floor and shoulder height. Carried throughout parish. Includes up and down steps and ladders.
Various parts, equipment, and materials	20-50 pounds	Frequent	Generally handled between floors ~ 5'. Examples: Vacuum cleaner, 25 lbs. lifted/carried up/down several steps. Stepladders (includes but not limited to 6 & 8 foot), 25-30 lbs. carried up to several feet, generally stored vertically, lifted to and from shoulder level. Snow blower (small), 30 lbs. lifted from ground to trailer/truck approximately 30". Salt bags, 40-50 lbs. for water softener/de-icing: Water Softener Salt – 40 lbs. lifted from pallet at 5" carried a total of approximately 50' including down stairs, one flight and poured into hopper at 48"; De-icing salt 50 lbs. generally handled between pallet at 5" and waist height, can be carried a few feet. Box of office paper 50 lbs. lifted between floor approximately waist level including carrying several feet and may include carrying up or down a flight of stairs.

Maintenance Person Continued

PHYSICAL REQUIREMENTS CONTINUED

LIFTING/CARRYING CONTD

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Various parts, equipment, furniture/appliances and materials	Greater than 50 pounds	Frequent	Handled between heights of floor to waist level. Examples: Sewage eject pump estimated 60 lbs. Furniture (i.e. administrative desk, sofa) lifted at one end to tip onto end. Small bleacher (one end) 80 lbs. to/from floor level onto small furniture dolly. 8' folding table 65 lbs. lifted from cart (8" to 39") carried 30'. 8' banquet table 90 lbs. lifted from cart stacked at a height of up to 48" to and from floor level, can be carried a few feet. De-icing salt, 80 lbs. generally handled between floor and ~ 40" (i.e. off back of pickup truck). Can be carried a few feet.

PUSHING/PULLING

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Wrenches	Variable; not measured. Estimated at light to medium	Frequent	Push and pull on wrenches between floor and overhead; can be performed while standing on a ladder.
Carts, dollies carrying supplies, materials, parts, equipment	Variable, ranging from light to medium-heavy	Frequent	Generally pushed or pulled at preferred height for distances of up to several hundred feet. Can include cart loaded with 15 lb. bags of water softener salt, stacking chairs. Example: Cart with 8' tables, 67 lbs to initiate, 20 lbs. to sustain.
Furniture, appliances	Variable; not measured. Estimated at light to medium-heavy	Frequent	Generally maneuvered using assistive tools such as a desk mover, dollies, etc. Furniture may be slid depending on the surface. Generally pushed for a distance of up to several hundred feet. Examples include: cafeteria tables, reception area tables and desks.
Containers of boiler chemicals	Not measured	Frequent	100 lbs. barrels, pushed/pulled/maneuvered below waist level (i.e. on/off hand truck).

Maintenance Person Continued

OTHER PHYSICAL REQUIREMENTS

<u>ACTIVITY</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Standing	Frequent	Concrete, carpet, asphalt, tile, linoleum, and ladders; surfaces can be slippery. May include standing on man lift and/or scaffolding.
Walking	Frequent	Concrete, carpet, asphalt, tile, linoleum, grass and scaffolding; surfaces can be slippery. Walks with operation of floor scrubber/buffer. Can walk up to several miles per day. Can encounter uneven surfaces, ramps, trip hazards (hoses, curbs, etc.). Walks outdoors between buildings and works outside for several hours at one time where conditions are seasonal dependent (i.e. snowy, icy, cold, hot, humid, etc.).
Sitting	Frequent	Includes operation of any parish-owned tractor (e.g. for snow, grass, etc.) and vehicles. Drives to get parts/materials/supplies or to other parishes as requested. Required computer/paperwork.
Bending/Twisting	Frequent	Shoveling, mopping, taking down/setting up tables, chairs and other equipment for gatherings. Bending to access equipment, tools, supplies/materials (salt, grass seed, paper, etc.). Bending and twisting to make repairs/replace parts and for grounds keeping tasks.
Kneeling	Frequent	Repairing or replacing parts (e.g. kneeler, plumbing, snaking pipes, etc.). Repairing or replacement of floor tile/carpet repair.
Squatting	Frequent	Accessing equipment to make plumbing and electrical repairs, material handling (i.e. Salt bags, chemicals, grass seed, paper).
Crawling	Frequent	Accessing confined work spaces including repairs for plumbing, HVAC.
Climbing	Frequent	Steps, ladders (stationary, extension and step). Examples: include but not limited to 16' step and 40' extension ladders; actual length will be variable depending on assignment (e.g. washing windows, cleaning gutters, performing other exterior work). Climbs ramps/inclines.
Balancing	Frequent	Ladders; may need to coordinate with another employee on adjacent ladder to carry items up/down (i.e. cover for heating unit, etc.).
Reaching Vertically	Frequent	Repairing/replacement equipment overhead. (i.e. changing ballasts, light fixtures, motors, etc.). Bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, tools, etc.).

Maintenance Person Continued

OTHER PHYSICAL REQUIREMENTS CONTINUED

Reaching Horizontally	Frequent	Handling materials (salt, grass seed, paper, etc.), working with miscellaneous hand power tools, operating snow blower; using shovel, rakes, brooms, mops. Moving furniture, pushing carts, driving. Replacing/repairing equipment. Bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, tools, etc.).
Handling/Grasping	Frequent	Using miscellaneous hand/power tools, using lawn/snow removal equipment, shoveling, carrying pails, materials handling, ladders, various parts. Power equipment/tools such as floor scrubbers, buffers, vacuum cleaners, drills, sawzall, etc. Can work with both hands simultaneously (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, or hand tool).
Fingering	Frequent	Computer, phone, two-way radio, pen/pencil, paper, wiring, plumbing, handling screws/nails/nuts/tape, etc.
Hand/Eye Coordination	Frequent	Driving, vacuuming, operating mower/snow blowers, using shovels, miscellaneous hand/power tools. Placing ladders. Writing/computer work.
Shoveling	Frequent	For up to approximately 2 hours at one time with breaks as needed.
Lying on Side/Back/Stomach	Frequent	For repairs/general maintenance at floor level (repairing kneelers, plumbing, beneath sinks/vanities, etc.).

SENSORY REQUIREMENTS

Near Acuity:	Paper/computer work, labels, gauges.
Far Acuity:	Driving (tractor, parish vehicles). Visual inspection of parish grounds/facilities.
Color Vision:	Paints, wiring (black, white, green, yellow, red, etc.). Chemicals (i.e. safety with avoiding mixing hazardous combinations). Test strip for water softener.
Depth Perception:	Driving, repairs/replacing parts, placing ladders, using table saw and other miscellaneous power tools.
Hearing:	Two-way radio/cell phone; communication with parish staff, vendors, and contractors. Safety while driving.
Feeling:	Pipes for warmth, safety with handling refrigeration coils, sharp objects (i.e. broken glass, utility knife). Texture (i.e. residue). Can work with vision occluded.
Smell	Smoke, chemicals (safety), electrical (e.g. ballasts).

Maintenance Person Continued

ENVIRONMENTAL CONDITIONS

Inside:	Up to majority of day depending on work flow/priorities.
Outside:	Up to several hours at one time, with breaks as needed. Includes being on roof. Outside in all in all weather conditions (i.e. hot, cold, humid, snowy, icy, rainy, etc.).
Extreme Heat:	Steam trap/pipes, ovens, boilers rooms, propane torch, heat gun, motors.
Extreme Cold:	Refrigeration coils.
Humidity:	Waterline rupture, steam boilers and steam cleaners.
Noise Intensity Level:	Quiet to loud (operation of tractor, power blower, snow blower).
Vibration:	Pressure washer, hammer drill, electric jack hammer, power tools, lawn equipment, rototiller, hedge trimmer/chainsaw, Sawzall.
Proximity to Moving/Mechanical Parts:	Tractor, mowers and snow blowers, floor buffers and scrubbers, miscellaneous shop tools/equipment (drill press, table saw, etc.).
Atmospheric Conditions:	Dust, vomit, trash, gasoline and other chemical vapors (floor stripper, etc.).
Exposure to Electrical Shock:	Making electrical repairs.
Elevated Surfaces:	Ladders, man lift, roof, scaffolding.
Lighting:	Adequate/flashlight, drop and work lights as needed.
Sharp Objects:	Utility knife, broken glass (windows), blades (sawzall, jig, etc.) razor blades
Confined Work Spaces:	Not OSHA defined.

EQUIPMENT

Safety Equipment:	Hearing protection, gloves, safety glasses, spillage kit (for bodily fluids) eye wash station, lock out/tag out.
Tools/Other Equipment Used:	Man lift (30'), ladders, shovels, carts, dollies, desk/furniture movers, scaffolding, miscellaneous shop/power tools, miscellaneous hand tools, snow removal equipment (shovels, salt spreader, plow, snow blowers), brooms, blowtorch, vacuum cleaners, floor scrubbers, computer, two-way radio/cell phone, paint brushes, paint rollers, power washer, etc.