

**CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY**

TITLE: Construction Technician II

DIVISION: Catholic Cemeteries

IMMEDIATE SUPERVISOR: Project Manager
WORK FLOW ASSIGNMENTS: Special Projects Foreman

STAFF SUPERVISED: None

STATUS: Non-Exempt - Full Time

WORK CONDITIONS: Lifting of materials not to exceed 50 lbs.; may be required to drive and work in inclement weather; may be required to work overtime during peak work periods, Saturdays and holidays.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Performs specialized duties requiring technical knowledge at the three cemeteries.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school graduate
- Experience in at least one primary skill in a construction trade, i.e. electrical, carpentry, masonry, concrete, etc.
- At least two – five years' experience in a specialized skill.
- Knowledge of local and state laws and regulations relevant to the specialized trade preferred
- Ability to project a professional, sincere and friendly manner at all times
- Ability to work well with all cemetery employees and supervisors.
- Demonstrated sensitivity to a multicultural church

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Cemeteries and follow policies and procedures of the Catholic Cemeteries Association.
2. Maintains buildings and grounds using specialized trade skills.
3. Repairs and trouble shoots mechanical problems within the scope of training using commonly accepted trade procedures and guidelines.
4. Uses and maintains equipment/tools used for the general operation of the three cemeteries.
5. Assists in the development of the cemetery grounds and structures using specialized trade skills.
6. Conducts periodic safety and hazard checks on all buildings and grounds within specialized trade skills and reports findings to the supervisor, foreman or team leader.
7. Works within the realm of policy set forth at the individual cemeteries.
8. May be called upon to perform interments, routine maintenance or other tasks as may be required at the individual Cemetery. In this case immediate direction may come from a Cemetery Supervisor or Cemetery Foreman.
9. May be called upon, at the discretion of the Special Projects Foreman, or Project Manager to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Cemeteries needs require.

PAY STEP: 4 (\$32,460.00 + excellent benefits package)

CONTACT: Project Manager, 505-243-0218 or email aleyba@sfcca.org

POSTING DATE: September, 2020 **CLOSING DATE:** until filled