

**CATHOLIC CEMETERIES ASSOCIATION
ANNOUNCEMENT OF POSITION AVAILABILITY**

TITLE: Construction Technician III

DIVISION: Catholic Cemeteries

IMMEDIATE SUPERVISOR: Project Manager
WORK FLOW ASSIGNMENTS Special Projects Foreman

STAFF SUPERVISED: None, unless required to serve as temporary Foreman

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 cemetery locations. Assists in the planning and coordination of construction projects. May be called upon to act as Lead in the absence of Special Projects Foreman

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school graduate or GED required
- Experience in at least one primary skill in a construction trade, i.e. electrical, carpentry, masonry, concrete, etc.
- A minimum of five years of experience in a specialized skill preferred
- Two years in a foreman or supervisory position preferred
- General knowledge of state and federal safety codes/regulations pertaining to specialized trade is preferred
- Ability to make reasonable, sound decisions regarding purchases in all areas of responsibility
- Ability to project a professional, sincere and friendly manner at all times
- Ability to work well with staff and supervisors
- Ability to read and understand construction documents
- 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. Work on special projects at any one of the three cemeteries using specialized skills.
3. Completes assignments and duties within the procedures established for that job.
4. Assists in maintaining equipment/tools used for projects at any of the three cemeteries.
5. Assists in conducting periodic safety operating checks on all equipment, tools and grounds and reports findings to the supervisor.
6. May be called upon to serve as foreman in absence of department foreman.
7. Specialized skills may be utilized to develop future cemeteries, buildings, grounds, etc.
8. Specialized skills may be utilized to maintain existing buildings, grounds and equipment.
9. May be called upon to perform interments, routine maintenance or other tasks as may be required. In this case immediate direction may come from a Cemetery Supervisor, or foreman.
10. Works within the realm of policy set forth at the individual cemeteries.
11. Responsible for keeping workplace clean and safe
12. May be called upon, at the discretion of the Special Projects Foreman or Projects Manager to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Cemeteries needs require.

PAY STEP: 5 (\$34,370.00 + excellent benefits package)
CONTACT: Project Manager, 505-243-0218 or email aleyba@asfcca.org
POSTING DATE: September 2020 **CLOSING DATE:** until filled