



Diocese of Fort Worth Position Description

Position: Part time Maintenance Assistant
Date Revised: September 3, 2021
Reports to: Director of Maintenance
Location: St. Maria Goretti Catholic Church
1200 S. Davis Drive
Arlington, TX 76015

General Position Summary: The purpose of this position is to provide adequate maintenance and preventive maintenance on all equipment, buildings, grounds and vehicles to ensure safety to all persons, including staff and visitors, and to extend the life and appearance of these items.

Essential job functions:

- Responsible for the maintenance, cleanliness and repair of parish facilities. May perform various routine maintenance and repairs.
- Help with a variety of installation, repair and renovation to buildings.
- Removing of snow and ice from roadways, parking lots, ramps and walkways.
- Moving and transporting furniture, books, and misc. items from buildings.
- Be responsible for all equipment, vehicles, tools and other equipment.
- Provides other general assistance as needed through setting up the chairs, tables in the facilities as requested, hauling and moving items and picking up parts or other equipment as requested by the Business Manager or Facilities Director.
- Assures the collection and disposal of trash and garbage.
- Maintains order supplies for maintenance, lighting and cleaning.
- Checks outside buildings for damage, litter and/or general deteriorations.
- Minor lawn maintenance
- Other duties as assigned by the Supervisor.

Important job functions:

- Collaborates with others to enhance the work environment
- Conducts emergency clean ups and repairs as needed
- Conducts periodic maintenance activities and minor repairs
- Communicates maintenance and repair issues to the Facilities Director

Supervision Given and/or Received:

- Reports directly to the Facilities Director

Internal Contacts:

- Effectively communicate with the staff

External Contacts:



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- Effectively communicate with parents, volunteers, adults, as well as other church employees

Working Conditions and/or Physical Requirements:

- Required to lift or carry furniture, equipment, and supplies frequently up to 20 pounds and occasionally may need to lift up to 50 pounds but not over 50 pounds.
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
- Required to work in various climate conditions

Travel Requirements:

- None

Education and Experience Preferred:

- High school diploma or equivalent
- Valid Driver's License required.

Knowledge and Skills Preferred:

- Ability to work well with others
- Ability to work in a fast-paced environment
- Skill in critical thinking and planning
- Ability to maintain confidentiality
- Must be able to pass a background check and complete Safe Environment training

FLSA Designation: Non-Exempt