

St. Bridget Roman Catholic Church Weekend Maintenance Position

Position is responsible for coordinating the weekend maintenance work for the parish and rectory; performs skilled and semiskilled building maintenance and repairs requiring a working knowledge of carpentry, plumbing and minor electrical work; responsible for general upkeep/custodial duties including the cleaning of the parish buildings and grounds; performs related work as required.

Essential Job Functions

- Assures church buildings and grounds are maintained in a manner that provides a healthy, safe and attractive physical environment.
- Responsible for regular cleaning of church and buildings including sweeping/mopping/vacuuming of floors, emptying trash and cleaning restrooms.
- Assures the grounds are maintained in a clean and safe manner (some general landscaping duties may be required).
- Performs plumbing, electrical, carpentry and other minor repair work on the facilities when needed.
- Performs minor construction, basic mechanical maintenance and implements preventative maintenance schedules on buildings and equipment.
- Paints and repairs walls, repairs various types of furniture, doors, windows, floors, gates, roofs and ceilings.
- Setup/take down meeting rooms/halls for meetings, special events and activities coordinating with the parish staff.

Additional Job Functions

- Performs any other job-related duties as directed by the pastor and parish manager.

Knowledge, Skills and Abilities Required

- Working knowledge of standard tools, materials, methods and practices involved in building and grounds maintenance and repair, including, but not limited to carpentry, plumbing, electrical, mechanical and painting.
- Ability to complete jobs on a timely basis
- Working knowledge of building codes.
- Working knowledge of safe work practices.
- Ability to lift up to 50 pounds without assistance and to perform strenuous tasks.
- Ability to move and use ladders, lifts, scaffolds and other related equipment.
- Ability to maintain a cooperative attitude and effective working relationship with parish employees, volunteers and parishioners.
- Compliance with Diocese of Phoenix Safe Environment Training

Minimum Qualifications

- Trade school Certificate or equivalent work experience.
- Three years work experience in a similar position.
- Valid Arizona driver's license
- Diocese of Phoenix background check

Work days/hours

Part-Time: Friday's 7:00am-2:00pm, Saturday: 2:00pm-6:00pm, Sunday's: 6:00am-12:00pm. Adjustments may need to be made for Holy Day Masses and special events.

Contact:

Send resume and cover letter to Pat Shaneyfelt, finance@stbridget.org