



General Maintenance Worker

Position Description

Employment Information

Employment Date	Full Time Employment Category	Non-Exempt FLSA Classification
Semi-Monthly Pay Frequency: Twice a month	Weekly Schedule	

Job Information

Job Date	General Maintenance Worker Job Title	Program Name
Nolan Catholic High School Entity Name	Facility Director Supervisor	

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the General Maintenance Worker are:

- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completely specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Cleans school building and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Maintains assigned vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs furniture and building system components for the purpose of ensuring a safe working condition.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Special event set ups to include all sporting events, banquets, Mass and rentals.
- Bus Transportation (CDL required) on as needed basis. (Nolan will pay for training and License)
- Travel off campus to obtain parts, supplies, and equipment as needed.

Job Duties

- Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to affect the organization's services.
- The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under indoor and outdoor temperature variations and in a generally hazard free environment.
- SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.
- KNOWLEDGE is required to perform basic mathematics; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.
- ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; working under time constraints; and complying with OSHA/TOSHA regulations.

Qualifications

- 2 years of job related experience is required
- High School diploma or equivalent
- Valid Texas Driver's License and Evidence of Insurability
- Blood borne Pathogens Training
- Successful completion of the Diocese Safe Environment Process

Signatures:

Employee

Supervisor

Date