**Maintenance Technician**

**I. Overview**

The incumbent reports to the Business Manager and is a member of the Operations team.

**II. General Responsibilities**

The Maintenance Technician will work on a team to ensure maintenance, upkeep, use and safety of the property, buildings and equipment of St Mary Student Parish. This is a hourly position, approximately 30 hours per week.

**III. Specific Responsibilities**

1. Perform cleaning duties including mopping and vacuuming floors, cleaning bathrooms and kitchens, washing windows and trash removal.
2. Collaborate with other staff members and volunteers to assist in the setup and breakdown of activities and/or special events
3. Assist in monitoring and/or maintaining building systems (i.e. electrical, HVAC, security etc) to ensure that they are properly operating
4. Perform preventative or ongoing maintenance work (inside and outside the building)
5. Remove snow and ice from the parking lot, ramp and walkways
6. Mow the lawn and assist our volunteer gardener on the maintenance and upkeep of the parish’s landscaping
7. Anticipate future needs for the building and property and share this information with the Business Manager. The Business Manager will be responsible for consulting with the Pastor and Finance Council to establish short range and long term priorities.
8. Be on a rotating “on call” schedule to respond to facility issues/emergencies/snow removal
9. Work with the Business Manager to schedule and coordinate required inspections
10. Work with other staff on small and large projects
11. Other duties as assigned