

ST. MICHAEL PARISH - MAPLE GROVE

Job Description

JOB TITLE: Facilities Maintenance Worker

DATE: October 2025

SUPERVISOR: Pastor

STATUS: Full-Time, Hourly, Non-Exempt (*Based on M-F, 40 hours per week*)

GENERAL DESCRIPTION:

The primary responsibility is the maintenance and security of the parish facilities and grounds, including mechanical, plumbing and electrical systems. Performs many maintenance functions. Engages and oversees outside contractors and volunteers along with overseeing a summer seasonal helper.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintenance:

- Repairs and maintains parish machinery and mechanical equipment in accordance with manufacturer's specifications.
- Works on the grounds mowing and raking lawns, weeding and trimming landscaping, sweeps walks, plows, shovels snow and salts as required.
- Performs daily walk through of buildings checking for water leaks, electrical or furnace problems, etc., and ensure all doors are locked at the end of each business day.
- Police building and grounds to prevent fire, theft, vandalism, and illegal entry.
- Has oversight of all boiler/furnace repairs -performed by licensed and insured contractor.
- Responsible for cleaning various rooms in the School Building and Office.
- Cemetery Burials: Locate and mark plot, contact and schedule gravedigger. Oversee the process. Grave digger replaces initial topsoil to St. Michael specifications.
- Organizes and conducts Spring and Fall Cemetery cleanup.
- Resets timers, lights and bells after power outages and time changes.
- Orders janitorial supplies needed for parish maintenance.
- On call for occasional emergencies as they arise.
- Performs set up and take down of Parish Special Events when needed.
- Performs other duties as needed.

Projects:

- Overseeing the work performed by Contractors; when they are here, you are here.
- Develop/execute timeline for completion of projects.

ACCOUNTABILITY AND COLLABORATIVE EFFORTS:

- Reports Directly to the Pastor.
- Submits timesheet to Business Manager at the end of the day on Friday prior to payroll.
- Collaborates daily with the Business Manager and other staff members to stay abreast of parish activities and events and to promote and enhance a safe parish environment.
- Member of Parish Staff and Buildings and Grounds Committee, which meet on a regular basis.
- Participation in Diocesan meetings and workshops as well as adherence to Diocesan policies.

QUALIFICATIONS & SKILLS:

- **Education:** Possess a high school diploma or G.E.D.
- **Experience:** Minimum 3 years working in a facilities/maintenance capacity
- **Job Related Skills:** Provide physical labor in maintenance and grounds keeping situations; operate and maintain equipment effectively and safely; organize duties; maintain checklists and logbooks; maintain a schedule; and possess the following:
 - Basic painting, plumbing, electrical, and carpentry skills.
 - Possess knowledge of procedures, practices, tools, and equipment used in maintenance.
 - Operate and perform basic maintenance on equipment not limited to but including the following: Parish trucks, mowers, edgers, blowers, spreaders, trimmers, thatcher, and other gardening tools.
 - Ability to work independently without direct supervision.
- **Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.
- **Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS:

- **Hours of Work:** Because of the diverse nature of this position, early morning, evening and weekend work will occasionally be required. Typical working hours are 7:30am - 4:00pm. Thirty (30) minute lunch breaks are unpaid.
- **Nature of Work:** Must be able to work inside and outside during all four seasons of weather; employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, climb ladders, and may be required to lift up to 75 lbs.
 - Operates all equipment and tasks in compliance with OSHA and MIOSH rules and regulations, Diocesan, and Cemetery regulations.
 - Travel for Diocesan meetings and maintenance supplies is necessary.
- Valid MI State Driver's License is required
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.