

**St. Paul the Apostle Parish of Ithaca  
Job Description**

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**NAME:** \_\_\_\_\_ **DATE:** March 2026  
**TITLE:** Maintenance Worker  
**SUPERVISOR:** Pastor  
**STATUS:** Part-Time 2, Hourly, Non-Exempt (*up to 8 hours per week*)

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**GENERAL DESCRIPTION**

Assist with the overall maintenance and upkeep of parish properties, facilities, equipment, and grounds. Responsibilities will vary based on need.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Performs a variety of maintenance duties. May perform various routine and basic maintenance and repairs on equipment, plumbing and heating, vehicles, and grounds, based on skill level and experience.
- Help with a variety of installation, repair and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair, and maintenance of structures.
- Installation, repair, and renovation of some equipment including electrical appliances, sinks, commodes, hand basins, kitchen appliances, and heating and cooling systems.
- Snow and ice removal from parking lots, ramps, and walkways.
- Lawn and landscaping duties.
- Drywall repair and painting duties.
- Moving and transporting furniture and equipment.
- Operates a variety of gas-powered trucks, tractors, and lawn equipment.
- Performs routine maintenance on trucks, tractors, and lawn equipment.
- Is responsible for all equipment, vehicles, and tools used.
- Cleaning and janitorial responsibilities as assigned.
- Assist with event and meeting set up and tear down.
- Additional duties as assigned by supervisor.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Pastor.
- Works and collaborates with other parish staff as assigned
- Works with other team members on a variety of projects as needed

**QUALIFICATIONS & SKILLS**

**Education:** High School degree required. Additional education / training preferred.

**Experience:** Minimum of one year's experience working in a maintenance capacity.

**Job Related Skills:** Work independently without direct supervision; be a self-starter; make judgment calls related to emergency and safety matters. Ability to discern and maintain confidentiality. Able to use and apply basic math and measurement skills.

**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.

**Communication Skills:** Ability to read and comprehend instructions, and 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.

**WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work is inside and outside in all weather conditions.
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet.
- Must be able to move and load equipment and supplies that weigh 50 pounds or more. Must be able to work independently without direct supervision. Must be able to bend, stoop, squat, reach, and climb ladders
- Valid 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 may also be required.
- Practicing Catholic preferred; may be 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.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_