Maintenance Department
Building Maintenance Engineer/Custodian

Position:
Building Maintenance Engineer/Custodian

Position Class:
Full-Time (Benefits Eligible)

Position Hours:
Monday – Friday 7:30 am to 2:00 pm (may vary due to parish needs)

Position Reports Directly To:
Building Maintenance Manager

Position Overview:

This full-time position requires responsibility for the day-to-day maintenance, cleanliness and upkeep of all parish physical plants, properties and facilities. This position also requires performance of physical lifting/bending, routine walking, and standing in various interior and exterior work responsibilities. This position also requires exterior work during various inclement weather situations (snow, cold, rain, heat). This position also assures both safety and security of overall buildings and property. Good recordkeeping, attention to detail, ability to work with minimal supervision, excellent communication skills, and works well independently. Demonstrates competencies in building maintenance/custodial processes/repairs, and contributes positively in working with a larger team of parish employees.
**Position Routine Responsibilities:**

Each day the Building Maintenance Engineer/Custodian is to perform but not limited to the following:

- Walk the grounds and pick up all trash and debris including Rectory grounds front and back
- Clean all windows in the church, chapel, office, interior and exterior entryway doors
- Clean and restock all restrooms before leaving at the end of the shift.
- Check hall kitchen to insure all gas kitchen equipment is not left in operation and pilots are lit
- Turn off all lights, check and secure all interior and exterior doors including garages
- Check all building sump pumps including Rectory prior to the end of shift
- Empty all trash receptacles including Rectory as needed before leaving at the end of the shift
- Inspect physical plants, boiler rooms, and electrical rooms each day
- Perform preventative maintenance and repairs upon daily inspection

All items listed in the Building Maintenance Turnover Log must be initialed when completed and list any comments, questions, or problems upon inspection.

**Position Essential Responsibilities:**

In addition to the routine responsibilities this position requires, there are essential responsibilities that must be performed daily but are not limited to the following:

- Open buildings and church upon arrival by 7:30 am
- Make sure chapel and vestibule area are clean
- Check restrooms near office for cleanliness and stocked with toweling/soap/toilet paper
- Check freezer and refrigerators for proper temperatures and cleanliness
- Make sure HVAC system is working properly
- Keep all storage areas and cave neat, clean, organized and free from safety/fire hazards
- Make sure all floor drains are clear by flushing each with water bi-weekly
- Repair and maintain church and chapel pews
- Check outside drain for proper discharging
- Clean exterior windows including Rectory windows every two weeks
- Maintain Rectory house, garage and property including emptying of trash bins
- Maintain and power wash each week front church sidewalk and exterior entryway/canopy area
- Mowing/edging/trimming/blowing of all property lawn areas including Rectory front and back
- Maintain weed control around entire property (lawn and vegetation control)
- Maintain all landscape areas, beds, trees including pruning of trees and bushes as needed
- Check property and Rectory irrigation systems weekly for proper operation
- Maintain parish pick-up truck (check oil/gas, wash and keep clean, maintain vehicle keys)
- Keep garages neat, clean, organized and free from safety/fire hazards
- Inspect exterior buildings including Rectory (roofing, gutters, and visible hazards)
- Maintain tractor weekly (oil/gas/transmission check, sharpen blades, maintain mowing deck)
**Position Essential Evening Responsibilities:**

This position may be utilized to cover afternoon/evening (1:00 pm to 9:00 pm) shifts as needed. The essential responsibilities for the afternoon/evening shift are but not limited to the following:

- Set up for Faith Formation Classes each Monday afternoon
- Block off driveway on each end to prevent traffic from entering/exiting during class time hours
- Check that all interior/exterior doors are locked and secured
- Arm the building alarm system when leaving at end of shift
- Each Tuesday clean all Faith Formation Classrooms 1 thru 14
- Make sure all restrooms are cleaned and stocked with toweling/soap/toilet paper
- Each Wednesday follow up on dusting in all building areas
- Each Thursday make sure hallways, hall and kitchen areas are clean
- Each Friday check to see if all classrooms are clean, neat and in order
- Should exterior lighting times be changed, reset the times prior to end of shift

**Position Essential Winter Responsibilities:**

During the winter months starting around 15 November thru 15 April there are winter essential responsibilities this position is required to complete. This position is required to ready all snow removal equipment, outfit the tractor with counterweights, snow blower and/or snow plow at least two weeks prior to the 15th of November. Coordination of winterization of irrigation systems including Rectory will also be completed well before this date.

Should snow/ice/sleet events occur, snow/ice removal operations become a priority. Work hours will be adjusted to provide needed emergency service to have all public pedestrian areas and parking lot clear prior operating hours of the building. During the weekday, the start time is adjusted to 6:30 am and 5:30 am on Sundays. The essential winter responsibilities are but not limited to the following:

- Open buildings and church upon arrival by 7:30 am
- Should a snow/ice/freezing rain event occur, apply salt to all pedestrian walkways and entryways including parking lot as needed
- All snow/ice removal operations are the sole responsibility of this position in conjunction with snow removal contractor services
- All perimeter sidewalks parallel to Kennedy Avenue south to 45th Street and 45th Street west to the Fire Station including the Rectory driveway, sidewalks and porches are to be cleared

Because of hall events and activities, snow/ice must be cleared prior to these events. This position is required to monitor snow/ice conditions throughout the duration of an event. Should conditions warrant clearing of snow/ice, this operation must be done especially on Sundays during Mass times until all parishioners have left the church and building. This is a paramount responsibility to ensure the safety of parishioners attending Sunday Masses.
On Saturday afternoon, this position is obligated to vacuum the foyer and floor mats of salt. The foyer area is not to be mopped clean until Monday morning.

Interior and exterior glass door may be cleaned as needed for Sunday morning.

This position is required to order and maintain all necessary stockpiling of de-icing compounds, snow removal equipment (snow shovels, brooms), salt spreaders and salt bins near exterior doorways.

**Position Non-Specific Responsibilities:**

From time to time, due to the demands of the facilities scheduling calendar, this position may be requested to provide additional assistance in other areas regarding set up/take down of a classroom, meeting area, church or hall as needed.

There may be times where the workday demands may not be as heavy as on other days of the week. Also, special requests for assistance or a special project may occur. This request will be delegated either thru the Pastor, Building Maintenance Manager or Office Staff. This job description is not an employment agreement or a contract. Management reserves the right to review and update scope of work as needed. Should any of the position responsibilities either be neglected or not completed in a timely manner, progressive disciplinary action will occur. These steps include a documented verbal warning, followed by a documented written reprimand. Once a third documented written reprimand is achieved, termination of employment will occur. Copies of all disciplinary action steps will be forwarded to the Diocese of Gary Office of Human Resources.

Employee meets the job description responsibilities as outlined above:

______________________________________  
Pastor’s Signature

______________________________________  
Employee Signature

______________________________________  
Building Maintenance Manager

______________________________________  
Date