

## Job Posting Form

Date Posted: 12/28/16

Send resume to: Rev. Bryan Zielenieski  
Our Lady of Charity Parish  
65 Ridgewood Rd.  
Buffalo, NY 14220

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Facilities Manager / Maintenance

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Our Lady of Charity Parish Department Maintenance

Location Address: 65 Ridgewood Rd., Buffalo, NY 14220

Employer website: ourladyofcharityparish.com

### **Brief Job Description**

The primary duty of this position is to ensure that Our Lady of Charity facilities, grounds and equipment are maintained. This position is required to perform various housekeeping and maintenance tasks.

### **Qualifications: Required Education/Experience**

- High School diploma or G.E.D.
- Complete police background check
- 2-4 years of work experience in general handyman knowledge
- Knowledge / skills of general maintenance procedures, tools and equipment
- Basic knowledge of cleaning campus facilities

### **Desired Skills**

- Self-starter that can work independently with minimal direct supervision
- Able to lift supplies and equipment up to 50lbs
- Able to perform work using ladders
- Able to perform lawn maintenance and snow removal, maintain equipment
- Basic computer skills - e-mail microsoft office
- Able to work with volunteers at times
- New York State Driver's license in good standing, reliable transportation

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **January 16, 2017**