

Job Posting Form

Date Posted: 4/19/2021

Send resumes to: pastor@ascensionrcc.com
Ascension Roman Catholic Community
19 Sumner Street
Batavia, New York 14020

Type of Employment: Part Time 19 hours week/ NO Benefits

Job Title of Open Position: Maintenance Person

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

Employer: Ascension Parish Department Maintenance

Location Address: 19 Sumner Street, Batavia, NY 14020

Employer website: www.ascensionrcc.weconnect.com

Brief Job Description

Under the direction of the Pastor, this position provides maintenance services as needed and/or assigned by assisting in a wide variety of maintenance activities, addressing immediate operation and/or safety concerns for Ascension Parish.

Responsibilities

- Complete projects: remodels, furniture assembly and placement, replace parts, make repairs, etc. according to work orders assigned via the electronic work order system.
- Complete assigned duties ensuring the efficient and effective functioning of the building and grounds
- Maintain buildings and ground areas as needed and/or assigned for the purpose of providing an effective and safe working environment. Ensure appropriate care and upkeep for an architecturally significant building
- Identify areas for preventative maintenance to ensure preservation and care of the parish properties (Church, Hall, Rectory, Office).
- Maintain assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition
- Respond to occasional situations during and after hours and weekends for the purpose of resolving maintenance concerns, and handling snow removal, lawn care, etc.
- Works positively and cooperatively as a member of the Parish Staff
- Demonstrate collaboration with internal, cross functional teams and internal/external customers
- Responsible for on-call hours as scheduled
- Adhere to the guiding values and beliefs of the organization, including respect and courtesy toward co-workers, vendors and those we serve

- Perform all other related duties, and functions as assigned

Required Education/Experience

- High school degree or GED required
- Minimum five (5) years skilled maintenance experience
- Strongly preferred: two (2) years of a skilled trade in plumbing, carpentry, painting, drywall, grounds work, etc.
- NYS Driver's License

Physical Requirements:

The physical demands are representative of those to perform the essential functions of this job with or without reasonable accommodation(s):

- Must be able to lift, push or pull up to 70 pounds and vision for color, peripheral and depth
- Able to stoop, kneel, crouch and crawl, reach and climb stairs; with visual and auditory requirements
- Able to travel locally to sites to service users and equipment

E.O.E.

How to Apply: Email or mail in as above