

## Job Posting Form

Date Posted: 7/31/2017

Send resume to: Ann Zilliox  
Diocese of Buffalo  
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Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Maintenance

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

Employer: Diocese of Buffalo Department \_\_\_\_\_

Location Address: 330 Linwood Avenue, Buffalo NY

Employer website: www.buffalodiocese.org

### **Brief Job Description**

The Sheehan Residence for Retired Priests, located at 330 Linwood Avenue, Buffalo and Blessed Sacrament Parish located adjacent to the residence are seeking a full time maintenance person.

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

- Preferred: Trade school certification and 5-7 years of building maintenance experience
- Minimum: High School diploma or GED and prior experience in one of the skilled trades - electrical, mechanical, plumbing, etd and three to five years of maintenance experience.

### **Desired Skills**

- Knowledge of maintenance and repair of machinery, plumbing, fixtures and equipment , ability to understand and follow routine oral and written instructions, ability to work independently
- Valid NYS driver's license, and a reliable motor vehicle.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **Until Position is Filled**