

PARISH:

TITLE: *Maintenance Person*

NAME:

REPORTS TO:

DATE:

GRADE:

**I. GENERAL SUMMARY OF POSITION PURPOSE:**

Provides hands-on maintenance services to buildings, grounds and vehicles.

**II. ESSENTIAL POSITION DUTIES:**

- A. Performs preventive maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, heating and air conditioning system failures.
- B. Diagnoses problems and makes needed repairs to buildings.
- C. Diagnoses problems with parish vehicles and maintenance equipment and makes needed repairs.
- D. Checks boilers for proper operation making adjustments as appropriate.
- E. Secures buildings when not in use.
- F. Sets up for special events (e. g. chairs, tables and other equipment for special events).
- G. Performs other duties as may be assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_