

Catholic Camps of NH

POSITION DESCRIPTION

TITLE: Facilities Technician/Carpenter

FLSA: Non-Exempt

SECRETARIAT: Camps

STATUS: Full-time

ACCOUNTABILITY:

The Bishop of Manchester is the visible principal and foundation of unity in the diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators, (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

RESPONSIBILITIES:

This position is responsible for the general maintenance construction projects at Camps Fatima and Bernadette and associated grounds. The position serves to encourage, promote, support and strengthen the goals and objectives of the Catholic Camps of NH.

ESSENTIAL DUTIES:

Perform maintenance functions including:

1. General carpentry, painting, general plumbing and electrical, snow removal, yard maintenance as well as cleaning of the facility when needed.
2. Maintain high standards of workmanship, cleanliness, safety and security.
3. Ensure all standards relating to the safety and protection of life and property are maintained in accordance with the state and federal law or local ordinance and with the policies of the Diocesan Administration.
4. Complete projects and assignments as directed by and in support of the Facilities Director.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Experience: 2 – 3 years of carpentry and general maintenance experience

Skills: Able to operate power and manual tools, vehicles and small construction equipment

Able to manage multiple tasks

Able to communicate well both orally and in writing

Willing to learn new skills as demonstrated by working with contracted service personnel

Able to understand safety rules, warnings and instructions in the use and maintenance of buildings, property and equipment

Able to converse with officials, service providers, other employees and the general public

Able to complete forms, record and locate data accurately and reconcile data from different sources

Able to pay close attention to detail and accurately distinguish data

Able to stay calm and react intelligently in emergency situations

Able to maintain confidentiality in all assignments

Able to work harmoniously with others

Able to operate a motor vehicle and must possess a valid driver's license

ENVIRONMENT:

- 1 Regular exposure to extremes of temperature, surface conditions, heights, etc
- 2 Frequent exposure to airborne particles, dust, fumes, chemical and solvents particular to the maintenance and construction industry

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- 3 Frequently required to lift and carry objects weighing up to fifty pounds; occasionally required to lift and carry objects weighing more than fifty pounds
- 4 Frequent reaching at, above and below shoulder level is required
- 5 Frequent hand manipulation required to grasp and/or handle a wide variety of objects and to operate controls
- 6 Frequent bending and squatting required; occasional twisting and kneeling required
- 7 Able to do work that involves walking, bending, climbing stairs, descending into cellars or climbing into attics, assessing close areas, standing and driving for various periods of time