



DIOCESE OF MANCHESTER

153 Ash Street, Manchester, NH 03104

POSITION DESCRIPTION

POSITION: Maintenance Technician
JOB TYPE: Full-time

FLSA: Non-Exempt

SECRETARIAT: Administration

INTRODUCTION: 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position is responsible for the general maintenance and cleaning of the Diocesan Administration Building, Bishop's residence (Trudel) and associated grounds. The position serves to encourage, promote, support and strengthen the goals and objectives of the Diocesan Administration Department. This position exercises considerable independent judgement and initiative in the performance of day-to-day functions.

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 Building.

4. Complete projects and assignments as directed by and in support of the Maintenance Supervisor.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Education: High School Diploma or GED

Experience: 5 years in related field (construction, maintenance, electrical)

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 be flexible and to perform work under time pressure; able to maintain flexible hours to complete essential tasks and to work at specific functions, meetings, etc.; available to work weekends and be on call 24 hours a day for emergencies

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

Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

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
- 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