



# Central Catholic

## HIGH SCHOOL

*Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.*

**JOB TITLE:**

Maintenance Worker / Specialist

**POSITION PURPOSE:**

The Maintenance Worker/Specialist encounters recurring work situations with occasional variations from the norm with a moderate degree of complexity. The Maintenance Worker/Specialist operates from established and well-known procedures and determines own practices and procedures, operating independently with minimal supervision.

**GENERAL STATEMENT OF DUTIES:**

The job of Maintenance is for the purpose/s of maintaining the facilities in safe operating condition; maintaining the grounds so they are clean and presentable; and resolving immediate operational and/or safety concerns.

**ESSENTIAL JOB FUNCTIONS:**

- Performs scheduled preventative maintenance of roofs, exit/emergency lights, batteries, smoke detectors and service vehicles.
- Performs a variety of carpentry duties, including but not limited to, new construction, remodel, repairs/replacement of door, walls, signs, desks, counters, shelves and tables.
- Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, sanding, brush painting, roller painting and power spray painting.
- Performs a variety of interior masonry duties including installation of ceramic tile, grout and patch repairs.
- Performs new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles and cove base.
- Performs a variety of plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, snaking drain lines and rerouting plumbing.
- Performs a broad spectrum of hardware repairs and installations.
- Refinishes and makes repairs to furniture, tables and chairs.
- Delivers materials, equipment and supplies to needed areas of the school.
- Moves furniture, equipment and materials within the school.
- Operates a variety of hand and power tools.
- Safely works from ladders, scaffolding and riggings.
- Keeps tools and equipment in good operating condition.
- Performs maintenance on grounds in a clean, safe and presentable manner.
- Keeps entries, sidewalks and driveways clean from snow and ice.
- Performs related duties and responsibilities as assigned.

## OTHER JOB RESPONSIBILITIES:

- Assist other department personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other duties may be assigned outside of essential job functions.

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Education and/or Experience:** High school diploma or GED equivalent.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must have ability to understand and follow oral and written directions. Able to establish and maintain effective relationships with those encountered in the course of work.
- **Language Skills:** Ability to communicate clearly and concisely both orally and in writing in English. Ability to respond to common inquiries or complaints from supervisor or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- **Other Skills and Abilities:** Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines. Ability to juggle multiple tasks and possess excellent organizational and time management skills.

## OTHER DETAILS:

**Length of agreement:** Full time, 12 month

**Start Date:** Open position, start date as soon as possible.

**Application Deadline:** May 11, 2018

**Compensation:** Commensurate with level of training and experience. Current hourly range \$20.02-\$26.55. Can increase with added certifications such as LME and/or LMI.

**Application Process:** Please email or fax application, resume, letters of reference to Sherril Acton at [sacton@centralcatholichigh.org](mailto:sacton@centralcatholichigh.org)

Questions regarding this position should be directed to Sherril Acton, Administrative Assistant, Central Catholic High School 503-235-3138, ext 1102.

*Central Catholic High School seeks a student body and faculty who reflect diversity in gender, ethnic background, and socio-economic status. Such (diversity encompasses more than multicultural representation; it also means the broadening of the educational experience to develop an understanding of the various geographic, cultural, gender, ethnic, racial, and religious heritages and traditions). As a Central Catholic employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.*