

# Job Description

## Maintenance and Custodian

Status: Full-Time, Non-Exempt

Starting Salary: \$16.00 to \$21.00 per hour (DOE)

Competitive fringe benefits including medical, prescriptions, dental and vision insurance, vacation, and sick leave; defined benefit retirement plan; long-term disability plan, Life insurance policy and paid holidays.

### Position Description:

Responsible for general maintenance of grounds and buildings at the Cathedral of St. Mary including minor electrical, plumbing, carpentry, and painting work. Responsible for cleaning in the church, Hartmann Hall, and parish offices. Ensures lawns, landscaping, and parking lots are well maintained. Ensures that snow and ice is removed from sidewalks, stairs, and entries.

### Qualifications:

#### Knowledge and Abilities:

- Good electrical, plumbing, carpentry, and painting skills.
- Able to climb ladders, to reach above one's head, to work in a squatting, kneeling, or standing position for an extended time, to lift up to 40 pounds, to operate floor maintenance equipment, to shovel snow, and to operate lawn equipment.
- Knowledge of maintenance, cleaning, and lawn care products, their use, and storage.
- Knowledge of local, state, and federal safety regulations.
- Able to speak, read, comprehend and write the English language.
- Able to drive motor vehicles and operate motorized equipment.
- Able to work some evenings, weekends, and holidays.
- Ability to collaborate well with other parish personnel and the public.
- Ability to work independently with minimal supervision with an attention to details and prioritizing of tasks.
- Maintains strict confidentiality, discussing church business only with the person or persons necessary to conduct the assigned church interactions or responsibilities.

#### Degrees, Licenses, and Certification:

- High school diploma or equivalent.
- Current driver's license that is valid in the State of Wyoming.
- License or certification in a construction trade (e.g., electrical, plumbing, carpentry, painting, HVAC, etc.), preferred.

#### Experience:

- At least three years of maintenance and custodial experience, preferred.

**Religious:**

- Good morals and good reputation, preferably a fully initiated, practicing Catholic free from any canonical penalties.

**Reporting To:** Director of Operations

**Key Responsibility Areas (KRA):**

**KRA 1 Maintenance:** | General maintenance of the grounds and buildings at the Cathedral of St. Mary.

- Performs general maintenance for the parish facilities and grounds, including minor electrical, plumbing, carpentry, and painting.
- Maintains, cleans, and schedules work on the parish's vehicles.
- Ensures that heating and cooling equipment are properly maintained and tested.
- Ensures that fire, smoke, heat, and other detectors and alarms are properly maintained and tested.
- Ensures that fire extinguishers, emergency lighting, AEDs, First Aid Kits, and other safety equipment are properly maintained and tested.
- Ensures that security cameras and locking systems are properly maintained and tested.

**KRA 2 | Custodial Services:** Custodial work in the church, Hartmann Hall, and parish offices, and when needed in priests' residence.

- Cleans and maintains the church, Hartmann Hall, Hartmann Hall basement, and parish offices, and when needed priests' residence, including vacuuming, sweeping, mopping, stripping, waxing, and polishing of floors, cleaning of tables, chairs, and surfaces, the removal of wax and gum, and the stocking of paper and sanitizing products in bathrooms.
- Cleans and maintains light fixtures, including replacing lightbulbs and removing insects.
- Picks up and empties trash.
- Moves, sets up, takes down, and maintains furniture and equipment.
- Ensures that maintenance and cleaning supplies are stocked and accessible to staff and volunteers.
- Coordinates and runs errands, including delivery of donations of collected items and the purchase of and pickup of supplies.

**KRA 3 | Grounds:** Ensures grounds properly maintained.

- Ensures lawns, landscaping, and parking lots are well maintained, and free of trash.
- Ensures that snow and ice is removed from sidewalks, stairs, entries, and parking lots.

In addition to the above, performs related duties, responsibilities and extra projects as assigned. Follows local, state, and federal safety regulations. Participates in continuing education as provided or approved. Attends parish and ministry staff meetings.

**Appointment and Term:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Evaluation:** Annual evaluation by the Director of Operations, which does not change the “at-will” nature of this employment

I am in receipt of the job description and acknowledge that this position is “at will.”

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Employee Name Printed

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date