

**CATHOLIC SOCIAL SERVICES**  
**Job Description**

**TITLE:** Maintenance Laborer  
**DEPARTMENT:** Administration  
**SUPERVISED BY:** Facilities Manager  
**STATUS:** Permanent/ Full Time / Non-exempt

**JOB SUMMARY:** This position supports the safety, comfort, and smooth functioning of CSS buildings, equipment and grounds.

**QUALIFICATIONS:** At least 18 years of age, able to meet physical requirements including lifting objects of up to 40 lbs. in weight. Basic knowledge and understanding of hand and light power tools. Prior experience and demonstrated competency working in commercial maintenance; experience in plumbing, heating, electrical, carpentry, painting, or furniture repair is preferred. Valid ADL and acceptable driving record.

**Personal:** High School or equivalent education to indicate general proficiency in oral and written English and some basic mathematical skills required.

**Other:** Regular and reliable attendance, reliable transportation, appropriate attire, and satisfactory background check.

**RESPONSIBILITIES:**

1. Assist in maintaining CSS buildings, grounds, and equipment.
2. Work with contractors as delegated by Facilities Manager.
3. Provide transportation services with CSS vehicles including donor pickups, material distribution, recycling and trash hauls.
3. Respond to emergency needs of buildings.
4. Work safely and with respect for CSS property, tools, clients, and staff.
- 5.. Complete other duties, as assigned.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date

Revised: 2/25/10

