

# CATHOLIC SOCIAL SERVICES

## JOB DESCRIPTION

**TITLE:** Maintenance Assistant  
**DEPARTMENT:** Maintenance  
**SUPERVISED BY:** Facilities Director/Maintenance  
**STATUS:** Full Time/Hourly  
**UPDATED:** August 2021

**Job Summary:** This is a full-time permanent position.

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must possess self-confidence, initiative, and flexibility. Must be a team player and demonstrate motivation and dependability and the ability to complete assigned tasks with minimal or no supervision at times. Must be open to feedback and constructive criticism.

**Education/Experience:** High school diploma or GED. Must have a valid driver's license. Prior plow truck and landscaping tools, operating a riding lawnmower, painting.

**Skills:** Knowledge of office furniture assembly, hand or power tools, plow truck, riding lawnmower, landscaping tools, hand truck, and basic safety knowledge.

### **Duties & Responsibilities:**

1. Assist facilities department in relocation of office furniture and assembly.
2. Work with staff and in work areas as delegated by the Facilities Director.
3. Work safely and with respect for CSS property, tools, clients and staff.
4. Willing to **Be On Call** during scheduled rotation, 2 weeks on 4 weeks off.
5. Other duties as assigned, coming in early on heavy snow days, Monday-Friday.

**Physical Requirements:** Must be able to lift heavy objects, stand for long periods of time, and move freely, including climbing ladders. Must be able to bend, stoop, reach, pick up and carry objects. Finger dexterity; good eye-hand coordination.

**Training Requirements:** Attend agency and department orientation.

Attend all staff meetings and in services training as required.

Willing to learn simple building repairs and assist and perform simple work orders outside of assigned duties.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constituted as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_