

Shrine of Our Lady of La Leche at Mission Nombre de Dios Position Description



THE SHRINE OF OUR
LADY OF LA LECHE
AT MISSION NOMBRE DE DIOS
Saint Augustine, Florida

Position: Facilities Maintenance

FLSA: Non-Exempt

Reports to: Director of Operations

Department: Facilities

Effective date: 2/1/2019

General Summary - Maintains the buildings and properties of the Shrine of Our Lady of La Leche at Mission Nombre de Dios and its related properties, ensuring that all facilities and grounds are clean, neat, and appealing. Ensures that the plumbing, electrical, and mechanical systems are in good working order.

Essential Duties and Responsibilities:

- Regular attendance is essential for this position.
- Ensures that the Shrine & Mission property is maintained in a clean and orderly manner, including but not limited to:
 - Vacuums, dusts, mops and waxes floors
 - Cleans bathrooms and washes windows
 - Cleans shrine and mission offices
 - Replaces light bulbs as necessary
 - Checks roofs/gutters/downspouts for obstruction on a regular basis
 - Keeps janitorial closets and cupboards clean and orderly at all times
 - Collects and disposes of trash
 - Collects and disposes of fallen tree limbs and palm fronds
- Responds to work orders that have been generated in a timely manner.
- Troubleshoots, repairs and maintains regular maintenance and service work to all plumbing, electrical systems, mechanical furnaces/boilers and air conditioners within the skill level of the position or makes recommendations for outsourcing of repair/maintenance to the Director or his designee while practicing good stewardship of Shrine & Mission funds.
- Maintains all aspects of Shrine & Mission grounds and buildings including mowing, trimming, pesticide and herbicide applications if necessary, pruning, planter bed maintenance, painting, weeding, picking up trash, tree limbs, palm fronds anywhere on the grounds and associated facilities, and custodial work.
- Assists with inventory all equipment and provide regular scheduled maintenance and repair of all equipment, tools and vehicles.
- May train others on the use or handling of a specific tool, piece of equipment or vehicle.

- Regular inspection of all property and building concerns in order to be proactive before repairs become too costly.
- Follows all safety policy and procedures.
- While performing repair or maintenance, takes all available safety precautions for the protection of self and others.
- Provides set-up, teardown and clean-up for meetings and other Shrine & Mission functions.
- Maintains a level of personal grooming and appearance befitting the respectful environment of working for the Shrine & Mission. This includes neatly trimmed hair and beards, serviceable work shirts and trousers. (no holes, rips, tears, wrinkled work clothes)
- Ensures that the inside and outside of the Shrine & Mission facilities are decorated to the satisfaction of the Director during the holidays.
- Performs any and all other duties as assigned by the Director of Operations.

Knowledge, Skills, and Abilities Required

- Ability to operate mowers and small equipment related to the Shrine & Mission and its related facilities maintenance and repair.
- Must be able to organize and prioritize work, be proactive, take initiative, and follow through.
- Must maintain a high level of attention to maintenance and repair in terms of quality and detail.
- Must have good communication skills.
- Must have the ability and experience to work in a team environment with other shrine personnel.
- Interpersonal skills including tact, courtesy and diplomacy.
- Must possess and maintain a valid driver's license as a condition of continued employment.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Ability to meet physical demands of the job.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.

EDUCATION AND TRAINING

- High school degree required or general education degree (GED)
- **Forklift certification a plus**
- **Small engine repair a plus**

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require employee to travel and drive one's own vehicle to various diocesan locations when necessary.