

DIOCESE OF BIRMINGHAM IN ALABAMA
Chancery

Position Title	<i>Maintenance Technician</i>
Office	<i>Facilities</i>
Immediate Supervisor	<i>Director of Facilities</i>
Position Status	<i>Non-exempt, Full-time Regular, Benefits Eligible</i>
(Regular) Work Schedule	<i>Monday – Friday, 8:30 a.m. – 4:30 p.m.</i>

Position Summary:

The Maintenance Technician is responsible for the maintenance, upkeep, and minor remodeling of diocesan plant properties. This includes the Chancery Office Building, Camp Tekakwitha, and Saint John Vianney Residence for Priests.

The person in this position must be a team player who shares and participates in the vision and goals of the Bishop and of the diocese, while following all diocesan policies, procedures, and regulations.

Essential Functions:

- Coordinate and implement centralized services as well as outside vendors and contractors for diocesan plant properties in the area of building maintenance, repair and minor renovations, grounds maintenance, and janitorial services.
- Conduct centralized purchasing of furniture and equipment utilized in the functioning and operation of diocesan plant properties.
- Maintain inventory records of all furniture and equipment purchased.
- Maintain written record of all maintenance and repairs preformed.
- Responsible for the setup of meeting spaces throughout the Chancery Office and Camp Tekakwitha used by employees and visitors.
- Oversee the use and proper maintenance of all utilities and services necessary in the continual operation of diocesan plant properties.
- Inspect and evaluate the proper functioning of all roof, mechanical, and electrical systems and engage outside vendors and contractors when necessary.
- Direct the maintenance, upkeep, and minor renovations needed to diocesan plant properties, including but not limited to painting, carpeting/flooring, and general carpentry.
- Engage with trade professionals as needed, including general and sub-contractors.
- In conjunction with the Director of Information Systems (I.S.), coordinate maintenance of technology, telephony, and security systems.

Required Knowledge, Skills, and Abilities:

- High school diploma or equivalent
- Minimum of five years related work experience
- Ability to maintain absolute confidentiality.

- Must have general knowledge in mechanical, electrical, carpentry, and plumbing, both in installation and service.
- Knowledge and practical use of current computer system(s), including but not limited to Word, Excel, Outlook, etc.
- Will be required to travel between various diocesan plant properties.
- Self-starter, highly motivated, strong work ethic, takes initiative, hands-on, works effectively with limited administrative support; ability to see all tasks and/or projects to completion.
- Timely and thorough in performing all assigned tasks and responsibilities
- Must possess the ability to communicate clearly, and the ability to interact with the many different persons who will be in contact with the position, including but not limited to clergy, religious, office personnel, as well as camp guests.
- Maintains up-to-date personal certification for the diocesan Child & Youth Protection program.

Job Conditions / Physical Demands:

(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any 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.)

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to push, pull, lift, and carry items up to 50 pounds.
- Must possess reliable transportation for travel to diocesan plant properties.
- Must possess a valid Alabama driver's license (and a safe driving record) as well as appropriate vehicle insurance.
- Work is performed in both an office and outdoor setting, which may include exposure to hazards and weather extremes.
- May require involvement in the organization and distribution of humanitarian assistance as a result of significant weather events.
- May be called upon to work beyond the regular work schedule on weekends, evenings, or holidays.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Immediate Supervisor, in consultation with the Moderator of the Curia and Director of Human Resources.