

Position Announcement
October 2025

Holy Family Parish
Maintenance Assistant

Holy Family Catholic Church, a large, active, suburban parish with a pre-K-8 school in Kirkland, WA seeks a hardworking, energetic and experienced self-starter with strong Maintenance skills to maintain the care of our campus buildings and grounds in a pro-active and cost-effective manner utilizing principles of good stewardship.

Minimum qualifications:

1. One to Three years of demonstrated successful Building/Grounds Maintenance experience in a professional/commercial setting.
2. Minimum of a High School diploma. Candidate must be willing to seek certified training, if specified by Supervisor. Certified Landscape Technician, Grade 4 boiler License, Current CPR/First Aid training, general field related training preferred.
3. Demonstrates ability to understand and maintain technical systems. Candidate must show basic knowledge of HVAC systems, and the ability to perform basic painting, carpentry, heating, electrical, plumbing, and roofing tasks.
4. Demonstrates the ability to operate tools and equipment. Performs basic grounds maintenance duties such as mowing, weeding, edging, blowing, leaf pick-up, and gutter cleaning.
5. Demonstrates the ability to organize projects, work around scheduled events, and complete tasks in a clean, timely, and professional matter. Excellent communication skills, including the ability to work effectively with maintenance team, staff members and volunteers, is a plus.
6. Ability to assist custodians as necessary by mopping and vacuuming floors, cleaning bathrooms, emptying garbage and recycling containers, setting up or taking down rooms, etc.
7. Strong organizational skills, including multi-tasking, record keeping, while being conscious of budgets. Ability to create and maintain a complete and organized inventory of supplies and equipment.
8. Willingness to be contacted/called-in during unscheduled work hours for emergency situations.
9. Ability to provide own transportation for job-related responsibilities.
10. Ability to honor and maintain confidentiality.

Starting salary range is \$23.00/hour to \$26.00/hour depending upon qualifications and experience. This is a part-time or full-time, year-round, hourly position. Includes early morning, late evening, and weekend work.

Call Steve Carbonetti, (425) 822-0295, ext. 121 for more information, qualifications and application packet.