

Holy Family Parish - Kirkland
JOB DESCRIPTION

POSITION TITLE: Maintenance Assistant

APPLICANT:

REPORTS TO: Facilities Manager

DATE: October 22, 2025

GRADE: 2

POSITION PURPOSE

The purpose of this position is to maintain effective and efficient operation of all parish buildings and grounds through the use of proactive and cost-effective maintenance and repair efforts.

POSITION SCOPE

This is a part-time or full-time, year-round, hourly position. Benefits are available if final negotiated hours are 30 hours per week or more.

Applicant should be able to lift at least 50 pounds, stand for long periods of time, and balance on a step stool or ladder. Applicant will take direction and prioritization of all tasks directly from the Facility Manager.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assures the parish grounds are maintained in a clean and safe manner on a *weekly* basis during the growing season. This includes edging and mowing lawns, irrigation and fertilizing as scheduled, weeding flowerbeds and pruning shrubs and trees as required, and keeping building entrances and walkways clear of debris, and emptying all outside trash receptacles.
2. Assures the parish grounds are maintained in a clean and safe manner on a seasonal basis. This is accomplished by removing leaves and debris from the grounds as needed in the fall, removing snow and ice from all walkways as needed in the winter, and keeping roofs and gutters clean and clear of debris on a regular basis year-round.
3. Performs minor maintenance and repair of parish buildings. This is accomplished by doing painting and light carpentry as needed and minor repair work on heating, lighting, roofing, plumbing, and electrical systems as able. Assists in the maintenance of the church baptismal font as needed.
4. Performs minor HVAC maintenance duties including checking for proper operation of thermostats, heat pumps, RTU's, air handlers, ERV's, boiler, circulation pump, fan coil units, exhaust fans, etc., vacuuming out floor, wall and ceiling vents, refrigerator compressors and providing for annual maintenance of hot water tanks.

5. Assures that utilities, mechanical, electrical, fire riser/panel spaces are kept clean and organized. Checks all HVAC equipment, thermostats, fire panels, lighting, and lighting time clocks on a *daily* basis to confirm proper operation and accuracy.
6. Assures emergency systems are working properly including testing and/or replacing back-up batteries for emergency lights, exit signs, smoke detectors and fire alarm systems, and regular cleaning of smoke detectors.
7. Maintains all doors in good working condition including lubricating hinges and locksets, securing kick-stands, checking for proper operation of handles, latches and closers, and wiping down doors with wood cleaner.
8. Provides back-up to the parish and school custodians as needed and as able by mopping and vacuuming floors, cleaning bathrooms, emptying garbage and recycling containers, setting up or taking down rooms, etc. Facilitates garbage/recycling removal by following weekly pick-up schedule and placing containers in appropriate locations as needed.
9. Assures the proper maintenance and safety of all equipment in play areas. This is accomplished by checking play areas regularly, removing hazards and performing repairs as needed; maintaining proper play chip depth under outdoor climbing equipment; maintaining playground ball boards and soccer goals; checking the gymnasium weekly including the bleachers and making repairs in a timely manner.
10. Provides recommendations to the supervisor on possible courses of action to take in order to correct/solve major maintenance and repair problems; assists the supervisor as needed in preparing information on major capital improvement projects; assists with major project implementation as requested.
11. Maintains an inventory of supplies, tools, and equipment needed for maintenance and repair work. Informs the supervisor when more supplies/tools/equipment are needed. Assures all equipment is in good working order especially at the times it is needed most. Maintains all maintenance and storage sheds in a clean and orderly manner.
12. Provides general assistance to parish and school staff as requested through the supervisor by setting up for large parish and school events including stage, tables and chairs in the social hall, gym, or specified space, moving items from one building to another, hauling items either off-site or on-site, and picking up parts and equipment as needed.
13. Assures that all buildings in which the applicant is working are locked and secured when work is completed; assures areas where work has been performed are cleaned up after work is completed. Complies with standard safety requirement protocols.

14. Assist parishioners and visitors on a limited basis with simple requests; monitors general comings and goings in parish buildings, and if necessary, deals with minor incidents of improper behavior and/or building use by parishioners and visitors.
15. Contacts the supervisor with as much notice as possible if unable to work due to illness or emergency. Unexcused absences may result in dismissal.
16. Maintains a level of knowledge and skills required to function in this position. This is accomplished by reading materials, participating in training and attending workshops as appropriate and requested.
17. Performs other duties as requested by the supervisor. Checks in daily with supervisor. **Provides back-up to the supervisor when the supervisor is away.**

Employee signature_____Date_____

Manager signature_____Date_____