



Maintenance Technician

Job Title:	Maintenance Technician
Location:	Holy Rosary Parish, Evansville, Indiana
Reports To:	Parish Pastor
FLSA Status:	Fulltime, Hourly
Last Revised:	7-20-2021

Holy Rosary Catholic Church is a faith community of disciples of Jesus Christ. Guided by the Holy Spirit, we seek to know, love and serve God on our pilgrim journey to the kingdom of heaven.

Summary:

- The Maintenance Tech at Holy Rosary will be responsible for providing routine and preventative maintenance for the entire Parish property including but not limited to the church, school, preschool, atrium, chapel, parish office and all surrounding property. This position will also be responsible for maintaining and extending the life of all parish owned equipment and vehicles.

Essential Job Functions:

- Main point of contact for all maintenance issues.
- Coordinates with Parish Manager on maintenance and cleaning purchase requests. Works with vendors to obtain most favorable pricing and/or volunteers for maintenance and repair projects.
- Develops and maintains policy and procedures manual relating to the building and grounds.
- Replacing lightbulbs and air filters as needed.
- Ensuring the property is clean and presentable.

Required Skills:

- Team player
- Self-Motivated
- Valid Driver's License
- Organized
- Basic computer skills (i.e. word, email, etc.)



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Desirable Skills:

- 5 years of maintenance experience
- Electrical experience
- HVAC experience

Education Requirements:

- High School Diploma or equivalent

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

If you are interested in applying, please send your resume and three references to jholtz@evdio.or or contact the Parish office.