

**Archdiocese of Louisville
Position Description**

Agency:	Facilities Management	Number Supervised:	0
Position:	Maintenance Associate	Status:	Non-Exempt
Reports To:	Head of Maintenance	Minimum Hours/Week:	40

Position Summary:

Under the direction of the Director of Facilities and the Head of Maintenance, oversees the day-to-day operation of the entire physical plant and cleaning/maintenance staff of all buildings owned and operated by the Archdiocese of Louisville.

Primary Duties and Responsibilities:

- Responsible for maintenance of and the performance of all necessary repairs to all electrical, plumbing, HVAC and emergency systems, windows, doors, equipment, grounds, Etc.
- Develop and maintain all pertinent documentation relating to facilities related activities and equipment.
- Help maintain a preventive maintenance schedule on all equipment.
- Co-ordinate with and assist cleaning personnel and/or contractor.
- As directed by the Head of Maintenance, take competitive bids from contractors and submit for review.
- Oversee work from approved outside contractors, help maintain required vendor documentation as requested by the Head of Maintenance.
- Procure all necessary supplies, parts, equipment and services within budgetary guidelines and maintain an appropriate inventory of common supplies and parts.
- Assist in procuring any requested information for annual budget process.
- Follow all applicable government regulations, safety and emergency evacuation procedures, and Archdiocesan policies and procedures.
- Perform other related duties as may be assigned by the Head of Maintenance and occasionally the Director of Facilities.

Position Qualifications and Competencies:

- Excellent organizational and time management skills
- Excellent verbal communication skills
- Good judgment and interpersonal skills
- Basic computer skills
- High school graduate

Physical Requirements:

- Ability to stand, walk, bend, stoop, kneel, crawl, push, pull, climb ladders, work overhead, and lift 50 to 60 pounds occasionally.
- Ability to use hands and fingers repeatedly to operate tools and equipment.
- May involve exposure to various environmental conditions, such as noise, dust, fumes and varying temperatures.