

Facilities Maintenance Technician

St. Margaret of Scotland Parish and School seeks qualified candidates for the position of Facilities Maintenance Technician. The Facilities Maintenance Technician oversees and is responsible for the effective, efficient, secure and safe maintenance, repair, renovation and upkeep of the parish buildings and grounds. This position reports to the Parish Administrator.

Salary and Benefits

- This is a full-time, hourly position with pay commensurate with qualifications
- Benefits are consistent with the Archdiocese of St Louis' guidelines and include health insurance, disability insurance, 403b Retirement Plan, paid holidays, sick days, and vacation

Position Type/Expected Hours of Work

Standard days and hours of work are Monday through Friday, 6:30 a.m. to 2:30 p.m. Additionally, the position requires overnight on-call duty and the ability to work during nonstandard hours when the need arises.

Required Experience and Qualifications

- 2+ years of facility maintenance or general repair experience in building maintenance
- Previous experience with building and grounds maintenance work with strong knowledge in the areas of electrical, plumbing and HVAC systems, carpentry, maintenance equipment, security and safety
- Work independently with minimal supervision and prioritize daily tasks to meet the needs of the facility
- Demonstrates accountability, proactive behavior, strong attention to detail
- Must be a well-organized, detail and oriented self-starter
- Must be willing to work as a team member and demonstrate willingness to take direction from supervisors
- Must be able stoop, bend, crawl, reach overhead, lift 50lbs and climb ladders to a height of 20 feet
- Have a valid driver's license
- Must have High school diploma, GED, or equivalent
- Know basic computer skills; and familiarity with Microsoft Office tools a plus

Key Responsibilities

- Responsible for all aspects of plant operations of the buildings and grounds, including electrical, plumbing and HVAC systems, general maintenance, housekeeping, and grounds maintenance
- Perform hands-on maintenance, project, and special custodial work as required
- Manage and maintain supply inventory and receiving
- Report damages, defects, and other issues to Parish Administrator
- Maintain open channels of communication with parish and school staff

Attitudes Required for Success in this Position

- Respect and support the mission of the Catholic Church
- Demonstrate the appreciation of the significance of this Catholic facility

Pre-Employment Screening

All candidates receiving an employment offer must submit a pre-employment screening. The screening will include criminal background check, Family Care Safety Registration, drug screen, employment and educational licensure/certification verification, health screening, and any other screenings deemed necessary for employment. Any offer would be contingent upon successful completion of any required screening.

The Archdiocese of St. Louis is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications without regard to race, color, religion, gender, national origin, age, marital, parental, veteran or disability status.