



Blessed Trinity

4230 South Broad Street

New Orleans, LA 70125-3699

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Job Description

Job Title: Maintenance Technician

Reports to: Pastor

FLSA Status: Non-Exempt

Job Summary

Helps to provide adequate maintenance and preventive maintenance on all Blessed Trinity equipment, buildings, and grounds to ensure safety to all persons, including parishioners, staff and visitors, and to extend the life and appearance of these items.

Essential Functions

- Help with a variety of installation, repair and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair and maintenance of wooden, brick structures and items.
- Installation, repair and renovation of some equipment including metal and wood equipment, electrical appliances, valves, gas stoves, hot water heaters, sinks, commodes, hand basins, kitchen appliances, heating and cooling systems, sewer lines, and other fixtures.
- Cutting and planting of lawns, trees, and shrubs and watering and fertilizing of the same.
- Lay pipes, girders, trenches and post holes.
- Rough painting and rough concrete laying/patching and patch plastering.
- Removes and replaces defective motors and valves.
- Moving and transporting furniture and misc items from buildings.
- Operates a variety of gasoline/diesel powered equipment, tractors, mowers, weeders, trailers, backhoes and other machines.
- Maintains daily maintenance logs and reports time to be kept in the parish office.
- Assist other areas related to overall maintenance when assigned.
- Other duties may be assigned.

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Knowledge, Skills and Abilities

- Must have a high school degree and knowledge of procedures, practices, tools, and equipment used in maintenance. Must have ability to:
 - Move, load and unload equipment and supplies weighing 50 pounds and heavier.
 - Work independently without direct supervision
 - Walk long distances around grounds, bend, stoop, squat and reach, climb ladders,
 - Make judgment related to emergency and safety matters.
- Certifications, Clearances, Licenses Required:
 - Fingerprinting Clearance
 - Safe Environment Training

Hours

- Monday thru Friday; 20 Hours per week.
- Eligible for overtime hours as approved by Pastor beforehand.

I have received a copy of my job description and understand that this will be the criteria used to evaluate my performance.

Maintenance Technician

Date

Pastor

Date