

Christ the King Parish

POSITION TITLE: Facility Maintenance Caretaker Assistant

IDENTIFYING INFORMATION:

Schedule: Part time – approximately 10-20 hours

Status: Non-exempt

Reports to: Pastor

Salary: \$16.00 an hour

POSITION SUMMARY

Responsible to coordinate the care and upkeep of the church and parish buildings. Directly accountable to Pastor and Facility Maintenance Caretaker Director.

ESSENTIAL DUTIES

- Grounds keeping that supports the general mowing and grounds operations of the parish.
- Participates in the pathway to discipleship gatherings with the staff and/or parish.
- Sprinkler repair, irrigation upkeep.
- Trash and litter removal.
- General upkeep of the flower beds, fertilizing, and weed reduction.
- Mowing of the back lot, once every two months; using a bush hog or a larger mowing machine.
- Perform miscellaneous errands outside of the parish grounds.
- Makes recommendations to supervisor regarding major repairs and renovations.
- Assures grounds are maintained in a clean and safe manner by the following methods: blowing walkways, weeding, pruning, raking.
- Routine review of parking lot, grounds to ensure they remain clear of obstacles, rubbish
- Implements minor repairs as required to assure the security and safety of all locations.

QUALIFICATIONS

Education and Experience:

- High School diploma or GED
- Minimum two years' experience in grounds maintenance is needed.
- Proficiency in use and care of equipment and supplies.
- Knowledge of and experience in all phases of grounds maintenance.
- Familiar with OSHA safety requirements relating to grounds to include the storage and use of hazardous materials.

Knowledge Skills and Abilities demonstrating application of the following:

- Exhibits good listening and comprehension; ability to effectively present information and respond to questions.
- Keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.
- Excellent interpersonal, oral and written communication skills, projecting a professional, sincere and friendly manner.
- High level of accuracy and attention to detail.
- Problem solving, discretion and interpersonal skills needed.
- Ability to function effectively and efficiently in an active environment under flexible and changing conditions.

- Organization, time management and ability to manage tasks effectively.

Supervisory Responsibility:

- Includes supervising parish volunteer groups occasionally.
- Includes discipling parishioners interested in helping in grounds maintenance.

Work Environment:

- While performing the duties of this job, the work is performed both indoors and outdoors, under continual tight deadlines.

Physical demands:

- While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

Other Requirements:

- Must be able to pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License and automobile insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
Christ the King Parish in Pueblo, Colorado.**

To apply for this position, please send your resume and application to:
Christ the King Parish, 1708 Horseshoe Drive, Pueblo, CO 81001 Attn: Fr. Carl Wertin
Or email to cwertin@ctkpueblo.org