



Our Lady of Consolation

CATHOLIC PARISH

4865 11 Mile Rd NE Rockford, MI 49341

Position Description

Position Title: Maintenance Assistant
Reports to: Facility Manager
Pay Classification: Part-Time
FLSA: Exempt

Maintenance Assistant Position Summary:

The Maintenance Assistant is responsible for assisting the Facilities Manager in day-to-day operations, including maintenance and cleaning work, necessary for the church and school operational requirements.

Primary Duties and Responsibilities:

- Minor electrical work
- Carpentry repairs
- Mechanical repairs to equipment internally and externally
- Assisting with weather related conditions
- Plumbing repairs
- Painting and drywall repairs
- Moving heavy furniture and cabinets
- Working from ladders and or man lifts
- Operation of tractors and bobcat
- Event setup and teardown
- Inspection of playground equipment, emergency lighting, fire extinguishers, and AED's
- Ordering supplies
- Working with and developing relationships with outside contractors
- Landscaping around campus
- Miscellaneous projects

Skills and Necessary Qualifications:

- Active, practicing, and faithful Catholic in good standing. It is expected that a candidate accepting this position is or will become an active parishioner at Our Lady of Consolation Church.
- Valid Driver's License required.
- Prior experience in maintenance is preferred.
- Basic computer knowledge.
- Ability to work independently and with a team.
- Solid interpersonal, verbal, and written communication skills.
- Strong organizational and time management skills with attention to detail.
- Ability to maintain confidentiality and to use discretion.

Working Condition:

Occasional night and weekend hours may be required throughout the year. Some occasional local travel is expected. This position includes physical activity related to normal office and facilities maintenance environments.

Please submit resume to Steve Keyser at skeyser@olcschoolrockford.org.