

CAREER OPPORTUNITY *for*

Maintenance Worker (Part-Time)

Sacred Heart, Calgary

OVERVIEW

The Maintenance Worker is responsible for the overall operations and maintenance of the Parish buildings, equipment and grounds assets. The Maintenance Worker is expected to maintain church facilities in accordance with established standards.

RESPONSIBILITIES

Building Maintenance:

- Regularly monitor all operations related such as heating, venting, air conditioning, mechanical equipment, electrical, kitchen, security, fire protection, boilers, furnaces, fridges and freezers to ensure proper operation
- Routinely check all areas to identify any required minor repairs and perform such repairs
- Identify when maintenance and repairs are needed by outside contractors; bring the need for major repairs to the attention of the Parish Priest or other designated person
- Arrange and oversee the work of outside contractors and service providers and evaluate the completion of the work before payment
- Maintain daily work records and preventative maintenance records for all building and grounds equipment

Ground Maintenance:

- Responsible for maintenance of the grounds, parking lot and outside facilities
- Ensure all grounds equipment is maintained to manufacturers recommended standards
- Monitor proper turf maintenance (ex: mowing, trimming, watering,) as required
- Monitor arboriculture maintenance (ex: pruning, trimming, watering,) as required
- Ensure grounds and parking lot are clear of trash and garbage
- Ensure the sidewalks are free and clear of debris and tripping hazards
- Monitor snow removal on the sidewalk and parking lot before masses

Other Duties:

- Keep all building areas clean and ensure the safe storage of equipment and supplies
- Ensure all storage rooms in orderly fashion to pass all fire inspection requirement
- Report unauthorized vehicles on parking lot to the Pastor
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Preference may be given to facility/building operations experience in a commercial or industrial operation
- Strong planning and organizational skills
- Demonstrated ability to interact with team members by communicating effectively through both verbal and written communication
- Ability to work independently without direct supervision.
- Demonstrated ability to multi-task in a collaborative manner
- Demonstrated mechanical and technology aptitude and skills.
- Working knowledge of Alberta Occupational Health and Safety Regulations
- Working knowledge of contracts and contract management

HOURS OF WORK

20 hours/week as determined by the Pastor

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4pm on December 23, 2024**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.