

**CATHOLIC SOCIAL SERVICES  
JOB DESCRIPTION**

**TITLE:** Building Maintenance Assistant  
**DEPARTMENT:** Maintenance  
**SUPERVISED BY:** Facilities Director  
**STATUS:** Full Time/hourly/non-exempt  
**UPDATED:** 4/1/15

**Job Summary:** This position supports the safety, comfort, and smooth functioning of CSS buildings, equipment and grounds.

**Qualifications:**

**Competencies:** Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must possess self-confidence, initiative, and flexibility. Must be a team player, and demonstrate motivation and dependability. Must be open to feedback and constructive criticism.

**Education/Experience:** High School diploma or GED. 1 year experience in painting, general maintenance, construction, and repairs.

**Skills:** A basic knowledge of electrical, plumbing and carpentry is desirable, but not required. While it is also not required to have your own tools, a basic knowledge and understanding of their use is required.

**Duties & Responsibilities:**

1. Assist in maintaining CSS buildings, grounds and equipment.
2. Work with contractors as delegated by the Facilities Director
3. Respond to emergency needs of the buildings
4. Work safely and with respect for CSS property, tools, clients and staff.
5. Assist in providing transportation services as needed with CSS vehicles including donor pickups, material distribution, recycling and trash hauls.
6. Other duties as assigned.

**Physical Requirements:** Must be able to lift heavy objects, stand for long periods of time, and move freely, including climbing ladders. Must be able to bend, stoop, reach, pick up and carry objects. Finger dexterity; good eye-hand coordination.

**Training Requirements:** Attend agency and department orientation. Attend all staff meetings and in services training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_