

# CATHOLIC SOCIAL SERVICES

## JOB DESCRIPTION

**TITLE:** Maintenance Assistant  
**DEPARTMENT:** Maintenance  
**SUPERVISED BY:** Facilities Director/Maintenance  
**STATUS:** Full Time/Hourly  
**UPDATED:** August 2021

**Job Summary:** This is a full-time permanent position.

**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 and the ability to complete assigned tasks with minimal or no supervision at times. Must be open to feedback and constructive criticism.

**Education/Experience:** High school diploma or GED. Must have a valid driver's license. Prior plow truck and landscaping tools, operating a riding lawnmower, painting.

**Skills:** Knowledge of office furniture assembly, hand or power tools, plow truck, riding lawnmower, landscaping tools, hand truck, and basic safety knowledge.

### **Duties & Responsibilities:**

1. Assist facilities department in relocation of office furniture and assembly.
2. Work with staff and in work areas as delegated by the Facilities Director.
3. Work safely and with respect for CSS property, tools, clients and staff.
4. Willing to **Be On Call** during scheduled rotation, 2 weeks on 4 weeks off.
5. Other duties as assigned, coming in early on heavy snow days, Monday-Friday.

**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.

Willing to learn simple building repairs and assist and perform simple work orders outside of assigned duties.

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 constituted 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: \_\_\_\_\_

Support:

Signature:

## Facility Laborer

### Interview Questions — August 2021

1. Can you please tell us in your own words what Catholic Social Services does?
2. At Catholic Social Services we have a broad mission to serve the vulnerable, strengthen families and advocate for social justice and we live our values of treating all people with dignity and respect every day. What about our mission speaks to you?
3. Tell us about your background as it relates to this position.
4. Tell us about your experience related to this position.
5. Can you respond for issues outside of normal business hours?
6. If I asked you to find ways to save energy, what would you think of?
7. Safety: what do you feel the important elements of an effective company safety program are? What is your “safety play book?”
8. How often do you think building premises should be inspected?
9. How do you balance cooperation with others and independent thinking?
10. Share an experience where you successfully coordinated with others. How about a coordination effort that was not as successful?
11. Tell us about how you organize, plan and prioritize your work.
12. Can you perform the essential functions of this position to which you are interviewing for without a reasonable accommodation? Circle one: Yes No
13. Do you meet the age requirement for the conditions of the job? Circle one: Yes No
14. Do you have a personal relationship within CSS that could cause a conflict of interest? Circle one: Yes No
15. Do you have any questions for us?