



Position Description

Title: Maintenance Specialist
Date: March 2023
Reports To: Director of Buildings and Grounds

BASIC FUNCTION: This employee will assist the Director of Buildings and Grounds in performing general buildings and grounds repair and maintenance, including routine plumbing, electrical, carpentry, HVAC, and cleaning work, in order to keep Shrine buildings and grounds clean and safe, operational and ready for staff and pilgrim use. This is a non-exempt, hourly position.

PRINCIPAL DUTIES:

1. Possess general knowledge of and experience in carpentry;
2. Maintain and repair HVAC systems;
3. Install and perform routine repairs on plumbing systems;
4. Possess general knowledge of electrical troubleshooting and repairs;
5. Remove snow and ice, perform landscaping work, with a special emphasis on landscape maintenance, planting, mowing, and trimming of plants and trees;
6. Possess some knowledge and/or experience in the following areas: welding and metal fabrication, natural gas generators, reading blueprints and building plans
7. Prepare facilities for Shrine events;
8. Perform general custodial and housekeeping duties to ensure pleasant, clean environment for pilgrims; clean restrooms, lobby floors and windows;
9. Remove trash and waste from buildings and grounds in a timely fashion and dispose of trash and waste in proper receptacles;
10. Operate and maintain tools and equipment used in the performance of duties, including hand tools, power tools, mechanical equipment and grounds-keeping equipment, and golf carts, using due care in order to ensure safety and long-term durability of equipment;
11. Open facilities at the beginning of each day;
12. Take part in the mission of the Catholic Church and the Shrine of Our Lady of Guadalupe; relate the story of Our Lady of Guadalupe to pilgrims and answer pilgrims' questions relating to religious aspects of the Shrine;
13. Assist pilgrims to the Shrine; provide transportation and assistance to various parts of the Shrine for those in need;
14. Work as a team member with Shrine staff and volunteers;
15. Fulfill other duties as assigned.

QUALIFICATIONS:

The employee must possess sufficient knowledge and skills in the maintenance areas mentioned above to perform work competently. Skills may have been attained through formal education or significant work experience, but a high school diploma or equivalent is required. The employee must possess a valid driver's license and be able to operate vehicles in support of work functions. Other desired qualifications are: good communication skills, ability to listen to directions and complete tasks properly, ability to work independently at times, and possesses an employment history with honesty, dependability, and punctuality.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Must be able to perform moderate to heavy manual labor and be able to stoop, sit, stand, push, pull and stretch;
- Must be able to use ladders and work in high areas;
- Must be able to operate and maintain mid-size grounds and maintenance machinery;
- Must be able to drive to various locations, as required;
- Must be able to use standard office equipment, such as computer, telephone and fax machine, in conjunction with office related duties;
- Must be able to work in all seasons and weather conditions, including hot and humid weather conditions in the summer and cold and inclement weather during the winter.
- Must be willing to work on a flexible schedule including occasional weekends.