

Job Description

POSITION: Maintenance (includes Supervisor)

DATE CREATED:

EMPLOYER: _____
(Parish)

HOURS: Variable, depending on parish assignment

DEPARTMENT: _____

BREAKS: Variable, depending on parish assignment

SUPERVISOR: _____

The contents of this document describe the physical and environmental conditions of the above stated job title / employer. It is not intended to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in performance of this job. The Appendix provides a glossary of terms that further describes information in those sections/terms marked with an asterisk.

JOB SUMMARY: Primarily responsible for general maintenance/repairs of assigned facility/facilities (i.e. school, rectory, church, cemetery, convent apartment building, etc.), including electrical, plumbing, boilers/HVAC, green space and buildings. Can be responsible for some aspects of custodial work, depending on parish needs. May supervise other maintenance and custodial staff. Can travel to other assigned parishes to assist other maintenance staff. The following information represents general physical activities, which may vary from parish to parish depending on facility layout, use of outside contracted services, and number of maintenance staff. Must be able to perform all aspects of job as described below where applicable.

PHYSICAL DEMAND LEVEL/ EQUIVALENT MET LEVEL (check one; see page 3)*:

- Medium /3.6-6.3 METs (0-50 lbs.)
- Heavy/6.4-7.5 METs (greater than 50 lbs.)

QUALIFICATIONS (check all that apply):

- 1. Valid driver's license and good driving record. Drive as necessary between parish sites, cemetery property, and on errands as required by parish.
- 2. Valid license for operation of (high/low) pressure boiler.

<u>ESSENTIAL JOB REQUIREMENTS (check all that apply)</u>		<u>PERCENT OF SHIFT*</u>
Maintenance and Maintenance Supervisor		
<input type="checkbox"/>	1. Complete paper/computer work (e.g. log books, order forms, checklists, etc.).	0-33%
<input type="checkbox"/>	2. Complete daily rounds/inspections (e.g. turning on lights, unlocking entrances, checking boiler/HVAC, checking refrigerator temperatures, and laundry).	0-33%
<input type="checkbox"/>	3. General custodial tasks throughout parish (e.g. cafeteria, lobbies, bathrooms, and church, etc.). Includes moving and replacing tables and chairs to dry mop and wash floors with mop and bucket and/or floor scrubber and vacuum. Clean up/disinfect vomit and other accidents. Remove trash and other miscellaneous custodial tasks. Strips, waxes and buffs floors	0-33%
<input type="checkbox"/>	4. General maintenance/repair of facilities including electrical, plumbing, boilers and buildings/facilities. Examples include, but are not limited to replacing down spouts, burned out bulbs, broken windows and ballasts; snaking a drain; cleaning heating units, interior and exterior painting, replacing plumbing and associated fixtures, adding salt to water softener, repairs flooring etc.	Up to 100%
<input type="checkbox"/>	5. Set up and take down for events/meetings/classes/gatherings (e.g. funerals, confirmation, etc.).	0-33%
<input type="checkbox"/>	6. Perform grounds keeping tasks (e.g. mow, trim, rototill, trim hedges, cut/remove damaged or low branches, etc.).	Up to 100%
<input type="checkbox"/>	7. Seasonal tasks (e.g. snow removal, preparation of HVAC system for heating/cooling season).	Up to 100%
<input type="checkbox"/>	8. Assist with adjacent cemetery preparation and maintenance (e.g. adding soil to level surface at grave sites, spreading grass seed, digging graves for cremains, and assisting with burying/burial).	0-33%
<input type="checkbox"/>	9. Communicate with other parish staff, business manager, parish priest(s), contractors, vendors, parishioners, etc.	0-33%
<input type="checkbox"/>	10. Obtains bids and coordinates with outside contractors to complete certain projects of larger scope (e.g. painting, refinishing floors, etc.).	0-33%
<input type="checkbox"/>	11. Maintain cleanliness/safety of parish grounds and facilities.	Up to 100%
Maintenance Supervisor		
<input type="checkbox"/>	12. Keep buildings and facilities up to code and in compliance (i.e. asbestos, accreditation, fire department, insurance, fire extinguishers, electrical, plumbing, etc.) and maintains current documents per requirements. Prepares and participates in site visits pertaining to the above.	0-33%
<input type="checkbox"/>	13. Supervise maintenance/custodial staff (i.e. assigns job tasks, perform annual reviews, provide training and support to new and current maintenance staff, completes incident reports, etc.).	0-33%

14. Plan and operate within projected budget for parish (i.e. equipment replacement/upkeep, utility usage, etc.). Recommend updates to facilities and obtains bids/proposals from vendors/contractors to keep facilities operating within budget (i.e. replacing boilers, electrical components/systems, etc.). 0-33%

NONESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

1. Other miscellaneous job tasks as assigned Up to 100%

PHYSICAL REQUIREMENTS
LIFTING/CARRYING

Check if medium physical demand level; assistance available for lifting/pushing and pulling items requiring > 50 lbs. of force.

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Various hand and power tools, parts, equipment and supplies	Less than 10 pounds	Occasional	Generally handled between floor and overhead. Carried throughout parish. Includes up and down steps and ladders.
Various parts, equipment and supplies	10-20 pounds	Occasional	Generally handled between floor and overhead. Carried throughout parish. Includes up and down steps and ladders.
Various parts, equipment, and materials	20-50 pounds	Occasional	Generally handled between floor and ~ 5'. Examples: Vacuum cleaner, 25 lbs., lifted/carried up/down several steps. Stepladders (includes but not limited to 6 & 8 foot), 25-30 pounds. Carried up to several hundred feet. Generally stored vertically; lifted to and from shoulder level. Snow blower (small), 30 pounds. Lifted from ground to trailer or truck (approximately 30"). Salt bags, 40-50 pounds, for water softener and de-icing. Water softener salt, 40 pounds, lifted from pallet at 5", carried a total of approximately 50' including down stairs, one flight, and poured into hopper at 48". De-icing salt, 50 pounds, generally handled between pallet at 5" and waist height. Can be carried a few feet. Box of office paper, 50 pounds. Lifted between floor approximately waist level. Includes carrying several feet and may include carrying up or down a flight of stairs.

PHYSICAL REQUIREMENTS (continued)

LIFTING/CARRYING

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Various parts, equipment, furniture/appliances and materials	Greater than 50 pounds	Occasional	Handled between heights of floor to waist level. Examples: Sewage eject pump, estimated at 60 pounds. Furniture (i.e. administrative desk, sofas), lifted at one end to tip onto end. Small bleacher (one end), 80 lbs. to/from floor level onto small furniture dolly. 8' folding table, 65 lbs., lifted from cart (8" to 39"). Carried ~ 30 feet. 8' banquet table, 90 pounds, lifted from cart stacked at a height of up to 48", to and from floor level. Can be carried a few feet. De-icing salt, 80 lbs. generally handled between floor and ~ 40" (i.e. off back of pick up truck). Can be carried a few feet.

PUSHING/PULLING

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Wrenches	Variable; not measured. Estimated at light to medium	Occasional	Push and pull on wrenches between floor and overhead; can be performed while standing on a ladder.
Carts, dollies carrying supplies, materials, parts, equipment	Variable, ranging from light to medium-heavy	Occasional	Generally pushed or pulled at preferred height, for distances of up to several hundred feet. Can include cart loaded with 15 pounds bags of water softener salt, stacking chairs. Example: Cart with 8' tables, 67 lbs. to initiate; 20 lbs. to sustain.
Furniture, appliances	Variable; not measured. Estimated at light to medium-heavy	Occasional	Generally maneuvered using assistive tools such as desk mover, dollies, etc. Furniture may be slid depending on surface. Generally pushed for a distance of up to several hundred feet. Examples include cafeteria tables, reception area tables, and desks.

PUSHING/PULLING (continued)

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Containers of boiler chemicals	Not measured	Occasional	100 lbs. barrels, pushed/pulled/maneuvered below waist level (i.e. on/off hand truck).

OTHER PHYSICAL REQUIREMENTS

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Standing	Occasional to frequent	Concrete, carpet, asphalt, tile, linoleum, and ladders; surfaces can be slippery. May include standing on man lift and/or scaffolding.
Walking	Occasional to frequent	Concrete, carpet, asphalt, tile, linoleum, grass and scaffolding; surfaces can be slippery. Walks with operation of floor scrubber/buffer. Can walk up to several miles per day. Can encounter uneven surfaces, ramps, trip hazards (hoses, curbs, etc). Walks outdoors between buildings and works outside for several hours at one time, where conditions are seasonal dependent (i.e. snowy, icy, cold, hot, humid, etc.).
Sitting	Occasional	Includes operation of any parish-owned tractors (e.g. for snow, grass, etc.) and vehicles. Drives to get parts/materials/supplies or to other parishes if assigned to more than one parish.
Bending / Twisting	Occasional-frequent	Shoveling, mopping, taking down and setting up tables, chairs, and other equipment for gatherings. Bending to access equipment, tools, supplies/materials (salt, grass seed, paper, etc.). Bending and twisting to make repairs/replace parts and for grounds keeping tasks.
Kneeling	Occasional	Repairing or replacement parts (e.g. kneeler, plumbing, snaking pipes). Repairing or replacement of floor tiles/carpet repair
Squatting	Occasional	Accessing equipment to make plumbing and electrical repairs, material handling (i.e. salt bags, chemicals, grass seed, paper).
Crawling	Occasional	Accessing confined work spaces including repairs for plumbing, HVAC.
Climbing	Occasional	Steps, ladders (stationary, extension and step-examples include but are not limited to 16 foot step ladder and 40 foot extension ladder-actual length will variable depending on parish assignment),; for washing windows, cleaning gutters, and performing other exterior work. Climbs ramps/inclines.
Balancing	Occasional	Ladders; may need to coordinate with another employee on adjacent ladder to carry items up/down (i.e. cover for heating unit).
Reaching Vertically	Occasional	Repairing/replacement equipment overhead including changing ballasts, light fixtures, motors. Bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates /maneuvers nuts, bolts, tools, etc.).

OTHER PHYSICAL REQUIREMENTS (continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Reaching Horizontally	Frequent	Handling materials (salt, grass seed, paper, etc.), working with miscellaneous hand and power tools, operating snow blower, using shovel, rakes, brooms, mops. Moving furniture, pushing carts, driving. Replacing/repairing equipment. Bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, tools, etc.).
Handling / Grasping	Up to frequent	Using miscellaneous hand and power tools, using lawn and snow removal equipment, shoveling, carrying pails, material handling, ladders, various parts. Power equipment/tools such as floor scrubbers, buffers, drills, sawzall, etc. Can work with both hands simultaneously (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, or hand tool)
Fingering	Occasional	Computer, phone, two-way radio, pen/pencil, paper, wiring, plumbing, handling screws/nails/nuts, tape, etc.
Hand / Eye Coordination	Frequent to constant	Driving, operating mower, snow blowers; using shovels, miscellaneous hand and power tools. Performing repairs. Placing ladders. Writing/computer work.
Shoveling	Occasional	For up to approximately two hours at one time with breaks as needed.
Lying on side/back/stomach	Occasional	For repairs at floor level (repairing kneelers, sinks, and other plumbing, installing vanities, etc.).

SENSORY REQUIREMENTS

Near Acuity:	Paper/computer work, labels, gauges.
Far Acuity:	Driving (tractor, parish vehicles). Visual inspections of parish grounds/facilities.
Color Vision:	Paints, wiring (black, white, green, yellow, red, etc.). Chemicals (i.e. safety with avoiding mixing hazardous combinations). Test strip for water softener.
Depth Perception:	Driving, repairs/replacing parts, placing ladders using table saw and other miscellaneous power tools.
Hearing:	Two-way radio/cell phone; communication with parish staff, vendors, and contractors. Safety while driving.
Feeling:	Pipes for warmth, safety with handling refrigerating coils, sharp objects (i.e. broken glass, utility knife). Texture (i.e. residue). Can work with vision occluded.
Smell	Smoke, chemicals (safety), electrical (e.g. ballast).

ENVIRONMENTAL CONDITIONS

Inside:	Up to majority of day depending on work flow/priorities.
Outside:	Up to several hours at one time, with breaks as needed. Includes being on the roof. Outside in all weather conditions (i.e. hot, cold, humid, snowy, icy, rainy, etc.).
Extreme Heat:	Steam trap/pipes, ovens, boiler rooms, propane torch, heat gun, motors, etc.
Extreme Cold:	Refrigerator coils.
Humidity:	Waterline rupture. Steam boilers and steam cleaner.
Noise Intensity Level:	Quiet to loud (operation of tractor, power blower, snow blower).
Vibration:	Pressure washer, hammer drill, electric jack hammer, power tools, lawn equipment, rototiller, hedge trimmer/chainsaw, sawzall.
Proximity to Moving / Mechanical Parts:	Tractor. Mowers and snow blowers, floor buffers and scrubbers, miscellaneous shop tools/equipment (drill press, table saw, etc.).
Atmospheric Conditions:	Dust, vomit, trash, gasoline and other chemical vapors (floor stripper, etc.).
Exposure to Electrical Shock:	Making electrical repairs.
Elevated Surfaces:	Ladders, man lift, roof, scaffolding.
Exposure to Chemical Hazards:	See MSDS.
Lighting:	Adequate/flashlight, drop and work lights as needed.
Sharp Objects:	Utility knife, broken glasses (windows), blades (Sawzall, jig, etc.), razor blades.
Confined Work Spaces:	No OSHA defined.

EQUIPMENT

Safety Equipment:	Hearing protection, gloves, safety glasses, spillage kit (for bodily fluids), eye wash station, lock out/tag out.
Tools / Other Equipment Used:	Man lift (30'), ladders, shovels, carts, dollies, desk mover/furniture mover, scaffolding, miscellaneous shop/power tools, miscellaneous hand tools, snow removal equipment (shovels, salt spreader, plow, snow blowers), brooms, blowtorch, vacuum cleaners, floor scrubbers, computer, two-way radio/cell phone, paint brushes, paint rollers, power washer, etc.

APPENDIX

PHYSICAL DEMAND LEVEL:

Category	Description
Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods of time.

Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

EQUIVALENT MET LEVEL:

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines. The following table provides examples of occupational activities and the approximate amount of energy (or MET):

<u>Activity</u>	<u>METS</u>
Desk work	1.5-2
Housekeeping (heavy: scrubbing, making beds)	3-6
Carrying 80# load	7-8
Shoveling	6-10+

Source: The Rehabilitation Specialist's Handbook, Rothstein JM, Roy SH, Wolf SG. Philadelphia: F.A. Davis Co. 1991.

PERCENT OF SHIFT OR FREQUENCY:

U.S. Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes
Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours
Constantly	65 to 100 %	5.26 to 8 hours