

## **Maintenance Technician**

The Maintenance Technician will perform basic maintenance in various churches, rectories, meeting spaces and storage areas for the following locations:

- ✓ Our Lady of Seven Dolors, Fair Haven
- ✓ St. Raphael the Archangel, Poultney
- ✓ St. John the Baptist, Castleton
- ✓ St. Paul, Orwell
- ✓ St. Bridget, West Rutland
- ✓ St. Stanislaus Kostka, West Rutland
- ✓ St. Dominic, Proctor

The Maintenance Technician will be responsible for electrical, mechanical and plumbing related repairs. Some general landscape maintenance (small tree or branch removal, etc.), to ensure the exterior areas are kept in good condition. This is a full-time, nonexempt position.

### **Duties and Responsibilities**

- Perform electrical repairs in the facilities
- Ensure mechanical equipment is in working order and fixed as necessary
- Complete general building cleaning and maintenance (cellars, storage sheds, etc.)
- Install and replace floors, stairs and piping as needed
- Repair and paint doors, windows, walls, ceilings, roofs and other parts of the building
- Maintain trash and recycling receptacles around the facility
- Maintain and repair air conditioning and heating systems as required
- Storage of outside furniture
- Prepare facilities for winter conditions as necessary
- Other duties assigned by the Pastor

### **Knowledge, Skills, and Abilities:**

- Experience with plumbing, electrical, HVAC, general repairs, painting, flooring, lighting/plumbing fixture repair and replacement, and site clean-up, preferred.
- Must have own vehicle and a valid driver's license
- Must be reliable and hardworking
- Ability to lift 50 – 75 pounds
- Ability to climb stepladders and extension ladders
- Ability to work independently
- Excellent communication skills
- Experience with a variety of power tools
- Self-starter with great time management skills
- Good critical thinking skills
- Excellent prioritization skills
- Ability to use email, texting

To apply, please submit your resume to [sscarmozzino@vermontcatholic.org](mailto:sscarmozzino@vermontcatholic.org).