

Maintenance Worker

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 117-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 130 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Diocese of Fall River is seeking a Maintenance Worker to join our team at the Chancery Office in Fall River, MA. We are looking for a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The **Maintenance Worker** reports to the **Director of Facilities and Real Estate**, and will be responsible to perform a variety of facilities, maintenance and office duties for the Diocese of Fall River’s five building campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Some of the job responsibilities include but are not limited to:

- Troubleshoot and perform repair and maintenance throughout the buildings as well as overseeing vendors needed such as electricians, plumbers, HVAC technicians, phone service representatives, burglar alarm technicians, etc.
- Make sure the grounds are well-maintained and litter-free
- Oversee landscaping services as well as perform some light landscaping duties
- Oversee snowplowing services as well as perform snow removal using available equipment so all walkways and stairs are cleared and safe
- Responsible to inventory office and organization supplies as well as restock the supplies in restrooms, breakrooms, conference rooms, and supply closets.
- Assemble and move furniture, hang pictures or bulletin boards, move and set up tables, empty trash or recyclables, replace light bulbs, perform miscellaneous cleaning as needed and other light maintenance duties.
- Be available to respond to any property emergencies
- Handling the pick-up and drop-off of outgoing mail to the post office as well from other buildings on campus.
- Maintain organization owned equipment.
- Travel to off-site storage facility to store, inventory or retrieve organization property
- Run various errands when necessary
- Other duties as assigned

QUALIFICATIONS:

- Must be a person of high integrity who possesses a strong work ethic
- Must possess sufficient knowledge in the areas of building maintenance and office environment as well as hand and power tools.
- Must possess a collaborative workstyle and enjoy being part of a strong and unified team of professionals
- Ability to communicate effectively both orally and in writing
- Must be able to lift a minimum of 50 pounds
- High School diploma or GED required. Trade school diploma or certificate a plus.
- Valid driver's license required plus reliable transportation
- A minimum of 2 years of custodial, facilities or maintenance experience preferred
- Ability for a flexible schedule when handling emergency calls on nights or weekends

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager, E-mail: mbertoldi@dioc-fr.org ; Confidential Fax: (508)689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer