

Building and Property Maintenance 1

Catholic Funeral and Cemetery Services

Job Description

The Building and Property Maintenance 1 maintains the look and integrity of buildings and overall property cleanup. This person paint as needed, handle general repairs as touch up, sheetrock repair, small electrical jobs, as well as clean gutter or patch roof leaks. He/she will also be responsible to supervise Building and Property Maintenance 2.

Position Components

Requisites

- Reports to the Cemetery Manager or to the Director of operations.
- Operate hand-held tools and equipment including but not limited to a general paint tools and sprayer, screwdriver, power tools, shovel, pick, rake, sledge hammer, leaf blower, chain saw and pump.
- Use accurately measuring devices (i.e. tape measure, yard stick, etc.)
- Communicate effectively with fellow workers, contractor personnel and client families
- Lift heavy objects up to 50 lbs.
- Minimum twelve months' experience operating standard cemetery equipment
- Certification / license: Acceptable driving record and applicable license(s) to operate equipment /vehicles
- High School degree or equivalent

Job Duties

- Paint and touch up paint.
- Sheet rock repair.
- Roof leaks repair and gutters clean up.
- Small electrical jobs.
- Small framing jobs.
- Respond to and complete service request work orders
- Maintain a clean and orderly work area
- Pressure washes vehicles and equipment as requested
- Perform other ground duties as assigned by Management.
- Supervise B. & P. Maintenance 2.

Rules & Regulations

- Follow all Company safety rules
- Bring safety concerns to the direct supervisor
- Maintain and protect Company assets by performing regular preventive maintenance including machines, equipment and facilities

Building and Property Maintenance 1

Signature

Date

Location General Manager

Signature

Date