CATHOLIC FUNERAL
& CEMETERY SERVICES
OF THE DIOCESE OF SACRAMENTO

JOB DESCRIPTION

Position: Assistant Mechanic
Position Status: Part Time
Schedule: Varies
Category: Non-Exempt

Supervisor: Reports to the Mechanic, Director of Operations or other supervisor as assigned.

Job Summary: Provides assistance to the Mechanic in the care, maintenance and repair of cemetery and funeral vehicles and equipment including but limited to mowers, small power equipment, dump trucks, tractors, vans, hearses, etc.
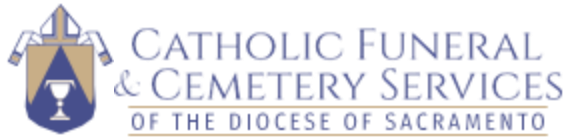
Essential Functions:
1. Performs routine preventative maintenance such as oil changes, filter changes, tire rotations, etc.
2. Maintains and repairs small engine equipment.
3. Sharpens and replaces mower blades.
4. Washes and details vehicles and equipment.
5. Fuels various vehicles and equipment and ensures proper fuel mixture are ready and available for use by Grounds staff.
6. Assists Mechanic with complex repairs, as needed.
7. Picks up and delivers equipment to various CFCS locations.
8. Maintains maintenance logs and accurately completes all paperwork.
9. Other duties as assigned

Minimum Qualifications:
1. Must hold a valid California Driver's License.
2. One to two years of basic equipment repair experience or equivalent high school or trade school class work.
3. Must be a Catholic in good standing.

Education:
1. High School Diploma or equivalent, preferred

Ability:

1. Must be able to lift at least 50 lbs.

Skills/Knowledge:

Practicing Catholic with knowledge and understanding of the Catholic Church;
Excellent interpersonal and phone skills; great organizational skills; ability to maintain strict confidentially; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment; handle multiple assignments consecutively and prioritize workload.

_____ _____   _____ _____
Employee Signature   Date   Employer Signature   Date