



***St. Michael Parish ♦ Olympia, Washington***  
**ARCHDIOCESE OF SEATTLE**

**POSITION DESCRIPTION**

**DEPARTMENT:** Facilities

**POSITION TITLE:** Facilities Support Technician

**INCUMBENT:** TBD

**REPORTS TO:** Steward for Facilities

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**DIMENSIONS:** St. Michael Parish & School has approximately 2,500 registered families and 7,000 individuals, serving two worship sites in Olympia, Washington.

**MAJOR DUTIES AND RESPONSIBILITIES**

**POSITION OVERVIEW:**

This position assists the parish and facilities department by providing technical hands-on support to the buildings, departments and facilities within all areas of the parish. This position works collaboratively with all members of the department. Job duties include building maintenance, environmental / safety regulation compliance, grounds maintenance, custodial support, events support, etc. Individual in this position will be required to work a flexible work schedule, with shifts being required during evenings/nights and weekends and will be able to adapt appropriately to changing workloads and priorities in a fast-paced work environment.

**POSITION RESPONSIBILITIES:** This position is responsible for custodial (50%), maintenance (25%) and grounds/landscaping (25%) duties within all facilities and grounds areas of Saint Michael Parish (Downtown Campus, Westside, Cemetery, School)

***Custodial Duties: (Supports Lead Custodian by following daily/weekly/monthly/quarterly check lists)***

This position is responsible supporting the Lead Parish Custodian with the cleaning, sanitation, safety, and security of the all facilities of Saint Michael Parish.

- All restrooms are cleaned and sanitized daily including sinks, toilets, urinals, floors, walls, counters and mirrors. Dispensers are restocked daily, and floor drains are inspected and serviced as needed.
- Carpeted floors are vacuumed, and hard surface floors are cleaned daily. Carpets are steam-cleaned and hard surface floors are auto scrubbed as outlined by regular cleaning schedules & check lists
- All furniture is cleaned, sanitized and repositioned.
- All windows are cleaned as needed.
- All high contact items such as door handles, telephones, and computer keyboards are sanitized
- All trash cans are emptied, cleaned, and relined.

## St. Michael Parish

- Paper and cardboard are recycled as outlined by regular cleaning schedules & check lists
- Inventory levels are inventoried and properly stocked for both hospitality and cleaning supplies.
- Provide service and support for individuals and groups using parish facilities.
- Dust all areas and detail clean all floor edges as outlined by regular cleaning schedules & check lists
- Lights are turned off in all unoccupied areas.
- Interior doors are kept locked in all unoccupied rooms.
- Exterior doors are inspected and locked per daily event schedule.
- Provides back-up support for school custodian (in cases of absences)

### **Maintenance Duties: *(Supports Maintenance Department by completing regularly assigned tasks)***

This position is responsible for the maintenance and repair of all parish buildings including HVAC, plumbing, electrical, and mechanical systems. This position is also responsible for supporting the department with new construction projects, remodeling, and general repairs of all parish structures.

- Basic support repairs of plumbing, carpentry, concrete, electrical, sheet metal, landscaping, painting.
- Assist with repairs and/or replacement of motors, pumps, heating, ventilation, air conditioning, boilers, and mechanical systems.
- Assist with repairs and/or replacement of complex business machines, sound, video, and other media systems.
- Have a working knowledge of structural, and mechanical drawings.
- Assist with repairs and/or replacement of commercial water, sewer, irrigation, fire alarm, security alarm, and fire suppression systems.
- Assist with repairs and maintenance of all furnishings, and support all ministerial activities including set-ups and take-downs, and transportation of supplies and materials.

### **Grounds/Landscape Duties: *(Supports Grounds Manager by completing regularly assigned tasks)***

This position is responsible for supporting the Grounds Manager with maintaining the grounds at the Downtown campus, Westside, Cemetery and School areas.

- Operation of motorized equipment including mowers, weed eaters, trimmers, hedge clippers, backpack blowers, tractors, backhoes, trailers, trucks, high-lifts, lowering devices, and other related equipment.
- Use of non-motorized tools such as rakes, shovels, brooms, screw drivers, pliers, hammers, saws, wrenches, ladders, scaffolding, and other related tools.
- Use of motorized tools such as saws, drills, sanders, and other related tools.
- Assistance with large landscape/grounds related projects.
- Provide emergency back-up assistance for fallen trees and other grounds related emergency issues.
- Maintaining and repair all landscape areas including lawns, gardens, and flower beds. Hardscape areas such as parking lots and sidewalks are blown down, raked, power washed, and shoveled as needed.
- Lawns are mowed, trimmed and re-seeded as needed. Landscape beds are weeded, raked, and all plant materials and trees are kept pruned as needed.
- Fertilizers, insecticides, pesticides, herbicides, and ice-melt chemicals are applied as needed. All yard debris is collected, transported and composted. Bark and top soils are replenished as needed.
- Other duties as assigned by Grounds Manager and Steward for Facilities

**Additional Position Requirements:**

This position requires operation of motorized equipment including vacuums, buffers, steam cleaning machines, blowers, and other related equipment.

This position requires the use of non-motorized tools such as brooms, mops, and shovels.

This position requires the proper handling and application of chemicals, and knowledge of correct mixing ratios.

This position requires safe handling and disposal of bodily fluids and blood borne pathogens.

This position requires providing basic first aid/911 for all medical emergencies.

This position is responsible to report all unsafe, suspicious or criminal behaviors and situations which may require working directly with the police.

This position requires prolonged sitting, standing, stooping, kneeling, bending, lying down, heavy lifting, work in confined spaces, and extreme heights.

This position requires both interior and exterior work in all weather conditions in both daylight and hours of darkness.

This position requires the use of personal protective equipment such as respirators and masks.

This position is required to provide back-up assistance to non-shift, after hour emergencies such as snow removal or other emergencies as directed by Steward for Facilities and/or Parish Administrator.

This position is required to substitute in other buildings for team mates who may be absent.

This position requires a valid Washington State Driver's License, the ability to lift at least 50 pounds, completion of an Archdiocese of Seattle Background Investigation, and other duties as assigned.

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_