



Position Title: Maintenance & Facilities Assistant
Department: Operations
FLSA Status: Part-time, Non-Exempt
Location: Lincoln, Nebraska
Reports to: Office Manager
Date Created: August 2024

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Maintenance & Facilities Assistant helps the Maintenance & Facilities Coordinator ensure that the Lincoln agency facilities and properties are safe, clean, and in good working order.

Essential Functions:

- **Facility Maintenance**
 - Receive assigned work orders from the Office Manager and complete assigned tasks. NOTE: Facility work orders will include all aspects of facility maintenance that do not require licensure.
 - Replace filters seasonally or as recommended in all HVAC systems.
 - Perform semi-annual inspections of roofs identifying any concerns and bringing proposed solutions to the Office Manager and Executive Director.
 - Identify repairs needed and inform the Office Manager and Executive Director.
 - Assists with the snow removal on all Lincoln properties by running the snow blower along sidewalks and edges of the building as well as laying ice melt.
- **Seasonal Maintenance**
 - Spring/Summer: Assist with landscaping and irrigation, including trimming and mulch at all Lincoln locations. This includes mowing sod in front of downtown campus, community garden and everything west of St. Louise.
 - Spring/Summer: Assist with landscaping and irrigation including trimming and mulch at client housing campuses.
 - Fall/Spring: Assist with winterizing all Lincoln irrigation systems semi-annually.
 - Winter: Assist with parking lot snow removal at downtown campus and alongside edges and sidewalks. Oversee snow removal at client housing campuses. Utilize other CSS staff as needed, including the Lincoln warehouse team.

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- **Property Maintenance**
 - Receive work orders from the Office Manager and complete assigned tasks.
 - Assist the Maintenance Coordinator in maintaining cleanliness of downtown campus both interior and exterior, including parking lot, sidewalks, trash and recycling receptacles.
 - Maintain the cleanliness of exterior areas of client housing campuses.
 - Identify repairs needed and inform the Office Manager.

- **General**
 - Assist warehouse staff with special projects.
 - Represent, communicate, and integrate authentic Catholic social teaching and agency core values.
 - All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Cooperation, Team Player
- Problem Solving Skills
- Resourceful in addressing maintenance issues, prioritizing cost-effective solutions
- Ethical
- Organizational Support

Qualifications:

Two years of previous work experience in a similar position is preferred. Must be knowledgeable about the Catholic Church and support the Church's moral and religious teachings.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, talk or hear. The employee must occasionally lift and/or move up to 75 pounds.

Working Environment:

While performing the duties of this job, the employee is exposed to outdoor working conditions. The noise level in the work environment is usually moderate.

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