

**ARCHDIOCESE OF SANTA FE  
4000 ST. JOSEPH'S PLACE NW  
ALBUQUERQUE, NM 87120**

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Maintenance I, Part-time 20 hours wk.

**DEPARTMENT:** General Services

**DUTIES & RESPONSIBILITIES:**

Perform general maintenance and custodial work under direction in the buildings and on the grounds of the Catholic Center and its properties. Lifting of equipment and materials with assistance, not to exceed 100 lbs.

**QUALIFICATIONS:**

A. Education/Work Experience/Skills and Personal Requirements

- High School Diploma
- One year of experience in general maintenance and grounds maintenance.
- Manual dexterity required
- Ability to follow directions, work as team, and periodically work without direct supervision.
- Must provide own tools for the job.
- Demonstrated sensitivity to a multicultural church
- Ability to project a professional, sincere and friendly manner
- Ability to work well with staff and supervisors
- Pre-employment drug screen

**SPECIFIC DUTIES:**

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and Catholic Center.
2. Assist in maintenance of buildings, grounds, and equipment under direction.
3. Complete assignments and duties within the procedures established for that job.
4. Continually check for safety and hazard issues and report concerns.
5. Unload supplies and move furniture as directed.
6. Perform custodial work as directed.
7. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Center needs require.

**PAY STEP: 3 \$13.31 per hour, PT 20hours per week, M-F 8am-1pm (hours may vary by season)**

**CONTACT:** HR Director, 505-831-8130 or email at [csalcido@archdiosf.org](mailto:csalcido@archdiosf.org)

**POSTING DATE:** August 25, 2020

**CLOSING DATE:** Open until filled