

Assistant Building Engineer for Gesu Church and School Job Description

Job Summary

The Gesu Assistant Building Engineer is responsible for assisting in maintaining and servicing equipment, facilities and grounds for the Gesu campus. The Assistant Building Engineer at Gesu is a salaried, full-time, benefits-eligible staff position reporting to the Building Engineer.

Responsibilities

Under the direction of the building engineer and the director of operations:

- Installs, repairs, and maintains machinery, plumbing, physical structure, and electrical wiring and fixtures of buildings in accordance with blueprints, manuals, building codes, and safety regulations, using hand tools and carpenter's, electrician's and plumber's tools.
- Inspects the campus daily for items that need to be addressed.
- Maintains clean and safe work areas. Observes and promotes safe work practices and procedures at all times. Follows local, state, and OSHA regulations. Ensures that Gesu is compliant with all OSHA regulations with regard to all equipment and supplies used on the campus.
- Assists with asbestos-related issues and questions.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Becomes proficient in blood-borne-pathogens training and is responsible for proper cleaning when such need arises.
- Attends in-service training as necessary to develop and improve knowledge and skills of building service work.
- Helps to ensure that boilers and other essential equipment are maintained and are in a position to function efficiently for all operations. Obtains a low-pressure boiler license through the city of Detroit within one year of employment.
- Ensures that facilities are locked, closed, and ready for use the next day at end of shift.
- Sets up and takes down barriers and cones to facilitate arrival, school lunch and dismissal activities.
- Sets up and take down equipment and furnishings for parish/school events.
- Subject to reasonable requirements, is available on nights and weekends to perform emergency work, provide a maintenance staff presence during events, or to answer maintenance-related inquiries by phone regarding parish/school issues and events.
- In a timely manner, ensures that all walkways on the campus are cleared of snow and salted so that individuals may walk safely. This requires being on call for such work as is necessary for the operations of the school and church.
- As needed, ensures that the Gesu campus (including the fringes of the campus on city property) is clear of trash/debris and looks presentable.
- Receives off-hour food deliveries and ensures that delivered food is properly unpacked and stored.

Required Knowledge, Skills and Abilities

- Has a general knowledge of maintenance and/or facilities operations.
- Has a high school diploma or equivalent.
- Has a valid Michigan driver's license.
- Must pass a background check and attain compliant status regarding Archdiocesan requirements for the protection of children.
- Has good organizational skills and is detail-oriented.
- Computer literacy; must use e-mail and other software.
- Is a self-starter who shows initiative in accomplishing the work required.
- Able to follow oral and written instructions from the building engineer, director of operations, principal, pastor and associate pastor.
- Maintains effective and professional working relationships with all Gesu staff members as well as other members of the Gesu community.
- Is capable of multitasking, thinking creatively, prioritizing, and working with a sense of mission in order to do the work of the Catholic Church through Gesu Parish and School.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent walking, standing, lifting, up to approximately fifty pounds, and occasional lifting of equipment weighing up to approximately seventy-five pounds may be required. Work is typically performed walking or standing. The work environment may also expose the incumbent to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

Compensatory Time

The employee will be entitled to compensatory time as necessary in order to make up for time worked beyond forty hours/week.

To apply: please send an e-mail with a resume and cover letter to Mr. Ryon Maples, Building Engineer, at maples.r@gesudetroit.org.