



**St. Theodore Guerin High School**  
15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
guerincatholic.org

## Maintenance Technician

**Reports to:** Director of Operations

**FLSA Status:** Non-Exempt - Overtime eligible

### Summary

Maintain a clean environment and functioning, safe facilities and grounds. This position is primarily a second shift position (2-10 pm).

### Essential Duties

1. Set up and tear down facilities for events.
2. Maintain sidewalks, steps, drives, and parking lots in a timely manner.
3. Ensure that buildings and grounds are maintained in a clean, orderly, and safe manner.
4. Be available for maintenance emergencies and special tasks.
5. Make minor repairs as needed, including, but not limited to, plumbing, electrical, and HVAC.
6. Secure facilities at the end of the work day.
7. Perform preventative maintenance on equipment, buildings, and grounds.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience

- High School Diploma or equivalent preferred.
- Valid Indiana Driver's License.
- Working knowledge of plumbing, electrical, and HVAC preferred.
- Possess respect for Catholic School teachings.
- Able to honor and maintain confidentiality.
- Able to pass and maintain Diocesan child safety protocols.

### 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.

- Able to move about the work environment.
- While performing this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Able to use basic machinery such as vacuums, snowblowers, lawn cutting equipment, etc.
- Performing general physical activities that require considerable use of arms and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and crawling.
- Required to lift or move up to 100 pounds.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. May include climbing ladders.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work a flexible schedule including nights, evenings, and weekends as required.
- Work is performed both indoors and out and individual is exposed to extreme hot and cold outdoor weather conditions.
- The work environment may be loud when using machinery and the use of earplugs may be necessary.

### **Application Procedure**

Interested and qualified candidates are asked to submit a letter of interest, résumé and a diocesan application. All documents should be emailed to: [apply@guerincatholic.org](mailto:apply@guerincatholic.org).

Applications will be accepted until the position is filled.