

More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Facilities Maintenance Worker

Job Location:	Pueblo, Colorado
Type:	Part-time (20 hours per week)
FLSA Status:	Non-exempt
Salary Range:	\$18.92 - \$26.50 per hour
Reports To:	Bishop

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$18.92 – \$26.50 per hour. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Regular Mass and prayer are available in our beautiful chapel!

What you will be doing

Facilities Maintenance Worker is responsible for the upkeep and repair of buildings and their surrounding grounds. They perform a wide range of tasks, including preventative maintenance, repairs, and inspections, to ensure that facilities are safe, functional, and well-maintained. This position is responsible for the upkeep, cleanliness, safety, and general maintenance of the Chancery Office and 4 affiliated residential properties located in Beulah, and Pueblo. This role ensures the property is clean, functional, and presentable through daily maintenance, routine inspections, and coordination of repairs. The position involves a combination of hands-on custodial and maintenance tasks as well as coordination with outside contractors for larger projects or specialized work.

Could this opportunity be right for you? Continue reading for the full job description.

ESSENTIAL DUTIES:

Facility Maintenance and Custodial Duties

- Inspect buildings and grounds regularly to identify maintenance or custodial needs.
- Perform general repairs and routine maintenance on building systems, equipment, and fixtures (e.g., minor plumbing, carpentry, lighting, painting).
- Respond promptly to maintenance requests and document completion and associated costs.
- Performs diagnostic tests on equipment to determine what fixes to make, reviewing technical manuals for information on specific machines, replacing or upgrading parts or coordinating services with vendors.
- Coordinate with approved vendors for repairs and services requiring specialized skills to assure full compliance with standards and contractual commitments within the service agreement.

- Follow daily, weekly, and seasonal cleaning schedules for all interior spaces, ensuring restrooms, offices, hallways, and shared spaces are clean and sanitized.
- Assemble, organize, and set up furniture and property fixtures, ensuring proper installation, functionality, and safety.

Compliance and Safety

- Support the implementation of basic operations and maintenance (O&M) plans, including preventative maintenance and facility inspections.
- Monitor for environmental hazards and report or assist with mitigation as directed.
- Maintain organized records of all inspections, vendor contracts, and safety documentation in accordance with state and federal requirements.
- Schedule and assist with life safety equipment inspections, including fire extinguishers, alarms, and elevators.

Groundskeeping

- Maintain a clean and safe outdoor environment including walkways, entrances, parking areas, and landscaped areas.
- Coordinate and oversee snow removal, lawn care, and other seasonal maintenance tasks, including oversight of vendor performance to assure full compliance with standards and contractual commitments within the service agreement.
- Maintain and make minor repairs to groundskeeping equipment.

Project Assistance

- Assist with renovation and improvement projects as directed.
- Support procurement of supplies and equipment by obtaining price quotes and assisting with vendor communication.
- Coordinate with contractors and inspectors during larger-scale renovations or repairs, providing access and support as needed.

Vehicle

- Maintain diocesan vehicle making sure it is fueled, cleaned, repaired and maintained as needed.

Misc

- Reads daily organizational communications from e-mail, newsletters and print announcements to stay current on all diocesan services, programs and events.

QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent required.
- Experience in custodial work, building maintenance, or facilities support preferred.
- Familiarity with general trades such as plumbing, electrical, HVAC, carpentry, or painting a plus.
- Knowledge of facilities, building equipment, and vendor contracting, preferred.
- Knowledge of heating, ventilating, air-conditioning systems, refrigeration, electrical, lighting, plumbing, carpentry, painting and other generally understood maintenance skills.

- Knowledge of purchasing, supplies, grounds keeping, and equipment repair

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to identify problems and implement effective solutions
- Possess strong organizational and communication (written/verbal) skills.
- Ability to work well both independently and as part of a team.
- Ability to understand and carry out oral and written instructions and to request clarification when needed.
- Knowledge and ability to read technical manuals involving machinery, equipment, software, or technical processes.
- Knowledge and ability to properly use hand tools, power tools, and other equipment essential to the job function.
- Ability to manage multiple priorities and workflows and coordinate several tasks at the same time.
- Ability to handle multiple projects and meet deadlines along with good judgment and the ability to make timely and sound decisions
- Ability to safely use household cleaners and follow simple instructions.
- Ability to meet the physical demands of maintaining and office buildings and residential facilities.
- Ability to consistently arrive at work on time and possess a high level of dependability.

Supervisory Responsibility:

- No supervisory responsibilities for this position

Working Environment and Required Activities:

While performing the duties of this job, the employee is frequently required to sit and talk or hear; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is commonly required to use hands to finger, handle, or feel objects, and climb or balance. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Other Requirements:

- The candidate must be a practicing Roman Catholic and in good standing with the Church
- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License and automobile insurance

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided, but some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

Applications will be accepted until the position is filled.
To apply for this position, please complete a Diocese of Pueblo application and send to:
Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
lcastillo@dioceseofpueblo.org