



OFFICE OF CATHOLIC EDUCATION

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Maintenance Worker

**Bishop Shanahan High School
220 Woodbine Road
Downingtown, PA. 19335**

Position Summary:

This position is responsible for building maintenance, custodial services, and attention to security issues. The maintenance worker reports directly to the maintenance supervisor.

Essential Duties and Responsibilities:

- Execute maintenance tasks efficiently and thoroughly, e.g., cleaning, repair, installation, maintenance and alteration of buildings and physical plans.
- Performs all maintenance and custodial functions. Supporting completion of all maintenance and facilities requests.
- Support record-keeping of repairs, needs, requisitions, time records and work schedules.
- Responds to school emergencies after hours and/or weekends as directed by the Maintenance Supervisor.
- Perform related duties as required including but not limited to: Support with student transportation, Snow removal and required perimeter maintenance, Maintenance of school vehicles and school-owned maintenance equipment, Support with building operations as needed, e.g., mail service assistance, material and supply procurement and acquisition, Oversees school vehicle driver approval process, Submits any insurance documentation related to vehicle claims, Prompt submission of all maintenance invoices for payment, with attention to budgetary constraints, Event set up/break down

Qualifications:

- Minimum of a high school diploma
- Possession of a valid PA Driver's License
- Experience in general maintenance and custodial duties
- General knowledge of the following helpful: Electrical Maintenance, Electrical Repair, HVAC Maintenance, HVAC Repair, Plumbing Repairs, Carpentry Maintenance
- Evidence of commitment to Catholic values and Mission of Bishop Shanahan Catholic High School
- Motivated self-starter who can work independently with good analytical skills
- Represents the highest level of leadership in the school and must conduct him/herself in that vein
- Present a professional appearance consistent with the demands of the position
- Respectful and positive in all interactions

Must be:

- Detail-oriented
- Flexible
- Decisive, yet diplomatic
- Discrete with confidential matters
- Willing to learn all systems as needed to support the school and be committed to continuing education
- Handle confidential materials in the manner required of such information

The Maintenance Worker is a Full Time 12 Month position.

Job hours are 6am - 2pm with possible nights and weekends when needed

Candidates interested in the position of Maintenance Worker should submit their cover letter, resume, and documents to: Mrs. Teresa Dellicompagni, President, Bishop Shanahan High School at tdellicompagni@shanahan.org

The deadline for application is August 12, 2024.

Interviews will be granted to the most qualified applicants.

PA required clearances and Safe Environment Certification and official transcripts will be required before employment can begin.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Office of Catholic Education at 215-587-3700.