

Part-time Maintenance Technician

Northwest Milwaukee Catholic Parishes is a collaboration of three Catholic parishes located in Milwaukee County northwest. St. Bernadette, St. Catherine of Alexandria, and Our Lady of Good Hope are seeking a part-time maintenance technician to join our maintenance department, assisting the Maintenance Supervisor in the upkeep of our three locations. Responsibilities include general maintenance and repair at each location, including electrical, plumbing, boilers/HVAC, building, and green space. Experience in plumbing and carpentry preferred. May supervise other maintenance and custodial staff. Involves travel to all three parishes to assist other maintenance staff.

Maintenance Technician Requirements

- High School Diploma or equivalent required.
- Valid driver's license and safe driving record.
- Two years of related work experience.
- Excellent organizational, problem solving, trouble shooting and diagnostic skills.
- Professional working attitude and collaborative approach.
- Strong written and verbal communication skills.
- Understanding and application of mechanical, electrical, and plumbing systems.
- Manage time efficiently and adjust work schedule as needs and situations arise. May include occasional evening or weekend work.
- Ability to take direction and work with minimal supervision.
- Self-motivated.
- Attentive to details.
- Comply with OSHA Safety and health rules.
- Ability to lift 50 pounds and endure repetitive motion, sitting, or standing.

Maintenance Technician Responsibilities

- Communicate with the Maintenance Supervisor about repair priorities and timelines, and promptly report any facility or safety issues to the Maintenance Supervisor.
- Perform routine repairs as directed by the Maintenance Supervisor.
- Groundskeeping includes keeping entrances and walkways clear of snow.
- Maintain a clean and safe environment throughout campuses and in assigned work area.
- Set up facilities for events, such as weddings, funerals, festivities, etc.
- Help with special projects including facility improvements and floor maintenance.
- Work with volunteers as directed by the Maintenance Supervisor.
- Other miscellaneous job tasks as assigned.

To Apply

Send email of interest, resume and [application](#) to business.office@nwmcp.org.