

Our Lady of Peace Catholic Church, North Augusta is seeking a qualified candidate as Facilities Caretaker for a 20 hour (possibility up to 40 hours) a week position. The ideal candidate will oversee the facilities care and on-going projects. Experience in plumbing, electrical and construction is desired. Experience in a similar position is a plus. This position is available immediately. The hourly rate is \$16-20 commensurate with experience and demonstrated ability. Applicant must be able to pass a criminal background screening and have reliable transportation.

The Facilities Caretaker completes the role by:

- Possessing strong computer, communication and writing skills.
- Have knowledge of the practices and methods of facilities maintenance, construction, and repairs.
- Development (or acquisition) of scope of work, soliciting bids, coordinating with parish (North Augusta) and diocese (Charleston) staff to get contracts in place, and overseeing implementation of work subcontracted to various service and construction companies.
- Ability to perform light maintenance/Handyman work such as: new/replacement electrical receptacle or lighting installation; plumbing repair and installation for sinks, toilets, drains, etc.; outside decking repair and reconditioning; other interior and exterior repair, replacement, and construction. Self-performed handyman work scope would generally be described as one-person jobs, though larger scopes may be self-performed with assistance of parish volunteers.
- Ability to maintain strict confidentiality where required.
- Collaborate with, attend meetings of, and present information to the Parish Buildings and Grounds Committee for consideration and approval for project scopes of work and approval.

Those interested in this position should send resumes to: [kwahl@charlestdiocese.org](mailto:kwahl@charlestdiocese.org) and cc [mhubbard45@comcast.net](mailto:mhubbard45@comcast.net). Please, no phone inquires.