

Job Title – Facility & Maintenance Manager

Hours - Full-time, benefited

Parish - Holy Trinity Church & School

108 S. Linden Street

Westmont, IL 60559

Start a Great Career with a Great Purpose!

Committed to living out the endless love of the Trinity, we are a welcoming, faith-sharing Catholic family of believers, centered on the Holy Eucharist as the source of our life in Christ.

In this role, You will...

- Responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish buildings and grounds. Main duties include supervising the preventative, routine and emergency maintenance and on-site upkeep of the buildings and property for the church and school
- Primary systems include HVAC, plumbing, electrical, security, fire safety, energy management, and grounds
- Maintenance of lawn, landscape and snow removal
- Will supervise one maintenance employee on-site and may supervise outside contractors
- A working position; personally performs routine to mid-level maintenance
- Other duties as assigned

Required

- Must have excellent interpersonal skills and familiarity with the Catholic Church as an organization. Must work effectively with and collaborate with the Pastor, Principal, parish staff and parishioners
- Minimum 5 years of experience with buildings and grounds or industrial facility maintenance
- Demonstrated supervisory experience and personnel management skills
- Ability to diagnose and perform routine to mid-level repairs. Certifications a plus
- Proficient in Microsoft Office; able to understand, learn and use technology-based systems
- Ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility. Ability to safely lift up to 50 pounds
- Ability to operate equipment, owned and rented
- On-call availability for emergencies
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

If interested in this amazing opportunity, please send a resume to the Pastor, Fr. Rafal Wasilewski, C.R. at father@holytrinitywestmont.org