

St. Margaret Mary Catholic Church

111 S. Hubbard St.
Algonquin, IL 60102
847-658-7625

Job Title

Maintenance/Facility Manger

Hours

Part-Time (25-29 hours per week)

Primary Objectives of this Position

To oversee all maintenance aspects of the Parish and School facilities and parish grounds, while adhering to all governmental regulations; to ensure a clean, sanitary, safe and welcoming environment for the Parish. Work cooperatively with the pastor and other staff to provide an efficient, safe and effective pastoral environment for ministries of the parish and school.

Major Responsibilities /Essential Functions

- Supervision of Maintenance Staff and maintenance volunteers
- Ensure Cleanliness/Repairs of Facilities
- Set-up scheduling
- Supervision/oversight and Engagement/hiring of Sub-Contractors
- Ordering of Maintenance Supplies and Parts
- Maintenance of secure procedures for accessing all buildings
- Maintenance of all Building Systems and Structures
- Maintenance of Parish Grounds
- Administration responsibilities
- Collaborative Ministry

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Regular activities pertinent to this position are available upon request.

Skills

- Proven experience as facility manager or relevant position
- Well-versed in technical operations and facilities management best practices
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical and critical thinking
- Any other relevant professional qualification will be an advantage

Job Qualifications

- Minimum 2-3 years' experience in all phases of building and ground maintenance
- Skilled in the use of hand tools and power equipment
- Skilled in electrical, plumbing, machinery and other mechanical equipment repair
- Experience in working with vendors and outside contractors
- Familiarity with all aspect of building systems
- Experience supervising people or directing workloads
- Must be able to work independently to accomplish tasks within allotted time
- Must be responsible in carrying out high quality work
- Must be able to make minor repairs related to the Parish facility
- Basic understanding of HVAC systems, plumbing, and electrical
- Knowledge of cleaning materials and chemicals, safe use of all materials
- Knowledge of safe operating and maintenance cleaning machines such as, vacuums and floor scrubbers
- Ability to work independently on routine and regular assignments
- Maintain a positive and helpful attitude at all times, even during difficult times

Submission:

Applicants meeting the necessary qualifications may apply by emailing a cover letter, resume to: mprzybylko@saintmargaretmary.org

Contact

Margaret Przybylko, Business Manager

Phone: 847-658-6071

E-mail: mprzybylko@saintmargaretmary.org