

**Job Title** – Head of Maintenance

**Hours** - Full-time, exempt, benefited

**Reports to** – Business Manager

**Location** - St. Mary Roman Catholic Church  
11409 W. 195h Street  
Mokena, IL 60448

**Start a Great Career with a Great Purpose!**

The beauty and sacredness of the liturgy, sacramental life, and parish experience at St. Mary Parish leads our parishioners and community to a life-changing encounter with Jesus Christ. We are a parish of choice!

**Description**

The Head of Maintenance is responsible for providing that all areas of the physical plant and grounds are maintained, cleaned and afford a safe environment.

**DUTIES AND RESPONSIBILITIES:**

Maintains safe, secure, and welcoming condition of parish facilities and grounds by but not limited to:

- Performs scheduled maintenance, repair work and assistance at parish facilities as required
- Inspect buildings, identify problems and work out action plans with the Business Manager
- Daily management as well as maintenance and upkeep of building control software for HVAC systems, access control systems, and building security and surveillance systems
- Review parish contracts and coordinate bid openings
- Responsible for a prompt and positive response to building issues and complaints from end users to ensure that problems are solved prompt
- Church hall cleaning, setting up tables and chairs and other equipment as requested
- School cleanup as needed
- Gives direction to second shift employee of night cleaning in the school and in the church
- Ability to develop and maintain effective record-keeping and facilities management records
- Responsible for knowing and utilizing resources available when tasks require the use of licensed professionals such as an electrician, plumber, or heating/ac contractors
- Responsible for maintaining accurate records of preventive/corrective maintenance on equipment and facilities.
- Managing purchasing of building supplies
- Allocating and managing space in buildings
- Planning and overseeing building renovation and maintenance projects
- Snow removal/salt de-icing on sidewalks and building entrances
- Opens church, school and parish offices Monday through Friday
- Manage after hour security or maintenance emergencies
- Other duties as assigned by the Business Manager

## **QUALIFICATIONS:**

- Bachelor's degree in facilities management or related management field or at least 6 years of facility management experience
- Proficient in Microsoft Office; able to understand, learn and use technology-based systems
- Ability to diagnose and perform routine to mid-level repairs. Certifications a plus
- 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 lbs.
- Excellent interpersonal skills required
- Skill in both verbal and written communication
- Experience with energy efficiency and sustainability practices
- Knowledge of supervisory practices and principles
- Knowledge of building automation systems
- Knowledge of facilities planning and management processes and procedures
- Knowledge of building, life safety, and elevator codes and standards of practice
- Knowledge of laws governing facilities contracts and contracting
- Knowledge of construction materials and methods
- Skill in reading and interpreting plans and specifications and to compare them with construction progress
- Must be safety minded and must be able to climb roofs and steeples, as well as access crawl spaces
- Must support the mission, philosophy, objectives and policies of the Catholic Church, St. Mary and the Diocese of Joliet

## **CERTIFICATES, CLEARANCES, LICENSES**

Fingerprint Clearance, Driver's license, Virtus training

## **WORK SCHEDULE:**

- Regular work hours are Monday through Friday 6am to 2pm unless adjusted by the Business Manager

To apply for this amazing position, please send cover letter and resume to Stephen Warunek at [swarunek@stmarymokena.org](mailto:swarunek@stmarymokena.org).