

Job Title: Full-time Facility Manager
Parish: Holy Trinity Catholic Parish, Westmont
Supervisor: Pastor
Work Schedule: Monday - Friday 7:30 a.m. – 4:00 p.m.

Job Summary: 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 upkeep of the buildings and property for the church and school.

Duties and Responsibilities

- Primary systems including:
 - HVAC, plumbing, electrical, security, fire safety, energy management, and grounds.
- Maintenance of lawn, landscape, and snow removal.
- Will supervise outside contractors. A working position; personally, performs routine to mid-level maintenance functions.

Qualifications

- 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 submit resume, and references to the Pastor, Fr. Rafal Wasilewski, C.R. at father@holytrinitywestmont.org