

**Job Title:** Facilities Manager  
**Reports To:** Pastor  
**Position:** Part-time, Salaried  
**Parish:** Resurrection Parish, Wayne, Illinois

### **Position Summary**

Resurrection Parish is seeking a dedicated and experienced Facilities Manager to oversee the maintenance, safety, and functionality of all parish buildings and grounds. This part-time position ensures that our facilities remain safe, clean, and welcoming for all parishioners, staff, and visitors. The Facilities Manager works closely with the Parish Pastor and serves as a key liaison to various committees, ministries, and external vendors.

### **Essential Duties and Responsibilities**

- Report directly to the Parish Pastor and maintain regular communication on maintenance and project updates.
- Oversee the upkeep of all parish facilities, including HVAC, plumbing, electrical, sound systems, and landscaping. Utilize maintenance skills to repair, replace and maintain these campus facilities.
- Respond promptly to repair needs and perform in-house repairs when possible.
- Hire and manage contractors for repairs beyond internal capabilities.
- Supervise vendor relationships and service contracts.
- Maintain records and ensure compliance for safety systems (fire extinguishers, emergency lighting, sprinkler systems, etc.).
- Develop and implement strategic plans for capital improvements and long-term maintenance.
- Maintain and manage parish equipment (tables, chairs, refrigeration, tools, etc.).
- Provide setup and logistical support for parish events.
- Serve as liaison to parish committees, ministries, and the Diocese during catastrophic events.
- Serve as member of Safety Committee and help carry out their directives.
- Oversee security system and be able to provide security footage as needed.
- Provide information to support decision-making by parish leadership.
- Perform other duties as assigned by the Pastor or Business Manager.
- Other duties as assigned.

### **Position Requirements**

- High school diploma or equivalent preferred. Trade school education is desirable.
- Experience in facility management, building maintenance, or a related field.
- Strong organizational and project management skills.
- Ability to work independently and collaboratively.
- Knowledge of electrical, lighting, heating, ventilation, plumbing, power and hand tools.
- Knowledge of safety regulations and building systems.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office; able to understand, learn and use technology-based systems.
- Ability to perform manual tasks requiring physical strength and ability to lift 40-50 lbs.
- On-call availability for emergencies.
- Must uphold the mission, philosophy, objectives and policies of the Roman Catholic Church, Resurrection Parish, and the Diocese of Joliet.

**Hours**

- Part-time, flexible 25 hours a week. Monday – Friday, 8:00 a.m. – 3:00 p.m.
- On-call for emergencies only and occasionally required to work evenings and weekends for special events or activities.

**Salary**

- Part-time salary range is \$28,000 - \$32,000 annual, depending on experience.

**Benefits**

- Paid time off.
- Federal and liturgical holidays off, unless emergencies.

***To apply for this position, please send resume and references to [frjose@rescatholic.org](mailto:frjose@rescatholic.org). Please include Facilities Manager in the subject line of your email.***