

Title: Facilities and Maintenance Supervisor
Parish: St. Joan of Arc Catholic Church, Lisle, Illinois
Reports To: Pastor
Position: Full-time, Benefits, On-Site

Position Summary

The Facilities and Maintenance Supervisor is hands-on and has responsibility for all facilities and maintenance operations.

Job Responsibilities

- Supervise and work in conjunction with Maintenance Technician (Lawn cutting, Bush trimming, Painting, Snow Removal, Room set-ups, etc.) and Direct all Contracted Maintenance Services (School and Church Cleaning, HVAC, Plumbing, Electrical, Roof Maintenance, Parking lots, Lighting, etc.).
- Supervise and work in conjunction with other maintenance staff.
- Negotiate costs, terms, and conditions of contract when outside contractors are required to perform repairs and improvements.
- Act as purchasing agent for maintenance items.
- Perform duties assigned by the Pastor relating to new construction.
- Prepare annual budget for facilities and maintenance needs.
- Develop a comprehensive major repair and improvement program and integrate by priority into annual budget.
- Key supervisor for inspections/testing: safety, elevator, boiler, smoke & wireless radio, large meter, kitchen exhausts, etc.
- Responsible for proper maintenance of asbestos documentation.
- Must have the ability to prioritize tasks effectively.
- Must be fiscally responsible to stay within the parameters of approved budget.
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.
- Additional duties and responsibilities as assigned.

Qualifications

- Minimum of high school degree or GED is required.
- Strong interpersonal and organizational skills and the ability to work collaboratively with the parish staff, school staff, parishioners, Diocesan staff, community representatives, and vendors.
- Must be able to climb ladders, stand for long periods, crouch, kneel and lift up to 100 pounds.
- Proven track record of supervising staff.
- General knowledge/hands on experience with HVAC, Plumbing, Electrical, other Facility and Grounds maintenance.
- Applicable certifications, preferred.

Working Conditions

- Evening and/or Weekend hours are occasionally required. First call for emergencies (i.e., HVAC and regular operational & safety issues).
- Often exposed to outside weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not meant to be construed as an exhaustive list of all

responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

General Requirements

This is an exempt position and requires a working presence on site of 40 hours per week, Monday through Friday. Additional time may be required after office hours. As an exempt employee, overtime, compensation time, or other non-exempt components are not included as part of this position.

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance; Basic Life and AD & D; Long-Term Disability Insurance; Flexible Spending Accounts; Defined Pension Plan funded by Diocese of Joliet; 403(b) retirement plan; paid personal leave days; and paid holidays set at school.
- Voluntary benefits of Short-term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Salary Range

Full-time salary range is \$58,000 - \$68,000 annual, depending on experience.

PHYSICAL DEMANDSⁱ

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this position, please send resume and cover letter to ltrinche@sjalisle.org. Please reference Facilities and Maintenance Supervisor in subject line of email.

ⁱThis document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.