

Job Title: Facilities Engineer
Reports to: Business Manager
Position: Full Time, Monday – Friday 7:30 a.m. – 4:00 p.m.
On call for emergency situations, occasionally required to work evenings & weekends
for special events and/or activities
Parish: St. Joseph Parish, Downers Grove, Illinois

Position Summary

St. Joseph is a vibrant community with a very active parish and school. We are looking for an energetic and knowledgeable individual to lead the maintenance function and be a vital member of our dynamic team. In this role, the Facilities Engineer will be responsible for the planning, directing, supervising and performing the maintenance of all buildings owned and operated by St. Joseph Parish. The parish includes Church, School, Parish Center, Priests' residence and surrounding parking lots and grounds.

Essential Duties and Responsibilities

- Plans, coordinates, and supervises the daily activities of all maintenance personnel and hired contractors engaged in the maintenance of Parish owned buildings.
- Recommend contractors for work that cannot be completed by the maintenance team. Obtain competitive pricing for work as outlined by Diocesan rules. Oversee outside contractor work reporting any deficiencies to the Business Manager.
- Responsible for the appearance, maintenance, security and safety of all systems - (including, but not limited to electrical, plumbing and HVAC, snow removal, etc.).
- Responsible for the security and safety of the Campus. Utilize maintenance skills to repair, replace and/or maintain campus facilities including minor plumbing, electrical, carpentry, painting, etc. utilizing an expert when needed for major repair - contact outside contractor to assist (i.e. plumber, electrician).
- Develop and implement a maintenance management program.
- Review and discuss work progress and scheduling with Business Manager and make adjustments as needed. Recommend maintenance improvements and consult with the Principal and other staff as needed. Provides technical assistance and advice in the review of plans and specifications for improvements to facilities.
- Supervise, train and monitor performance of maintenance staff. Establish daily work assignments for the maintenance team. Review and approve time sheets.
- Receive and record work requests and completes work or schedules contractors for various activities as needed.
- Maintain the physical appearance of all parish property inside and out to ensure that the campus is maintained in proper order – (to include but not limited to roofing, tuck pointing, flooring, furniture and fixtures).
- Prepare and maintain records and reports and purchase supplies for various activities; establishes specifications for supplies, materials and equipment to be used in this work.

Knowledge, Skills and Abilities

- Knowledge in installation, modification and maintenance, including, but not limited to, HVAC, electrical maintenance and building mechanical systems.
- Knowledge in the use of hand tools, voltage meters and training in power tools.
- Ability to diagnose equipment and mechanical malfunctions.
- Ability to safely lift, move and store chairs, tables, and equipment.
- Knowledge of cleaning materials and equipment.
- Knowledge of electrical, lighting, heating, ventilation, and plumbing.
- Good working knowledge of federal, state and local laws, regulations and ordinances pertaining to building operations and construction.
- Ability to establish and maintain effective working relationships; ability to analyze programs quickly and to provide workable solutions; ability to work with the public, to prepare plans and reports, to supervise and coordinate activities of others when needed.
- Ability to work within time constraints and maintain composure in emergency situations. Ability to communicate effectively, both orally and in writing, follow verbal and written instructions, prepare routine reports and write legibly and make accurate arithmetic computations.

Position Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- High school diploma or GED certificate required; may be supplemented by completion of certifications or college level courses equivalent to an Associate Degree in Plant Engineering or related field.
- Minimum of three (3) years of experience in building maintenance procedures.
- Support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.
- Fingerprint clearance and VIRTUS training is required.

Certifications, Licenses, Registrations

- Class "D" Illinois Driver's License.

Interested candidates should send their cover letter and resume to Beth Harbauer, Business Manager, at bharbauer@sjpdg.org. For more information, you may contact Beth at 630-964-0216, Ext. 1101.