

Job Title: Facilities Technician
Reports To: Facilities Supervisor
Position: Part-time; Unbenefited
Parish: St. Joseph Parish, Downers Grove, Illinois

POSITION SUMMARY

The Part-time Facilities Technician will assist the Facilities Supervisor in performing the daily maintenance of all buildings owned and operated by St. Joseph Parish. This responsibility includes the following facilities: Church, School, Parish Center, Priests' residence and surrounding parking lots and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES TO INCLUDE, BUT NOT LIMITED TO

- Utilize maintenance skills to repair, replace and/or maintain campus facilities including;
 - Perform minor plumbing, electrical, mechanical, carpentry, painting, etc.
 - Perform routine repairs and obtain necessary certification/permits, if required
- Sets up facilities for parish events such as weddings, funerals, parties, etc. (tables, chairs, audio visual equipment, etc.)
- Assist Facilities Supervisor with all campus deliveries and transports deliveries to appropriate location
- Assist Facilities Supervisor with monitoring of all outside professional services to determine completeness of work/project
- Performs other duties as required or as may be assigned by Facilities Supervisor, Business Manager, Principal or Pastor

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.

- 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.
- A minimum of three (3) years of experience in building maintenance.
- Must support the mission, vision and policies of the Church and the Diocese of Joliet.

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

PHYSICAL DEMANDS

This position requires the ability to frequently perform manual tasks requiring physical strength and endurance, lifting at least 50lbs., along with the ability to perform duties in adverse working conditions. While performing the duties of this job the employee will be required to frequently walk, crawl, perform overhead work, bend, stoop, kneel, stand, sit, drive, twist, squat, climb, use vibrating and heavy tools.

This position supports all Parish buildings and is required to work both inside and outside depending on the assignment. Employees in this position will have to work in inclement weather, hot, cold, snow, rain, etc.

HOURS

- Part-time: Monday – Friday, 11:00 a.m. – 5:00 p.m.
- The Facilities Technician is on call for emergency response and occasionally required to work evenings and weekends for special events or activities

To apply for this position, please send a cover letter and resume to bharbauer@sjpdg.org. Please include Facilities Technician in the subject line of your email. Phone number 630-964-0216, ext. 1101