

**Title:** Facilities Manager  
**Reports To:** Administrative Assistant / Pastor  
**Parishes:** St. Liborius Catholic Parish, Steger, IL and  
Saint Boniface Catholic Church, Monee, IL  
**Position Schedule:** Full-Time, Exempt, Benefited  
Monday-Friday: Minimum of 37.5 hours per week.  
Weekend hours.  
Effective Date: July 1, 2025

### **JOB SUMMARY**

Reporting to the Administrative Assistant and Pastor, this position is responsible for properly maintaining facilities on all campuses working closely with the staff at Saint Boniface Catholic Church and Mother Teresa Catholic Academy for maintenance of these facilities. The Facilities Manager serves as primary security facilitator, supervising the custodial staff and maintaining the budget for the facilities department. In addition, this position is the primary contact for facility emergencies, which may require evening and weekends. The position requires the individual to have the ability to work with and oversee outside vendors and contractors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collaboratively work with pastor, all departments, organizations, and groups for events needing set-ups and supplies in a timely manner. In particular, preparing setups as provided by the Administrative Assistant.
- Work with Administrative Assistant on calendar scheduling of facilities.
- Oversee all the cleaning and maintenance of all buildings, working closely with the maintenance staff at Saint Boniface for maintenance of this facility.
  - **St. Mary's**
    - Monday's – 7:00 a.m. to 11:00 a.m.
      - Sweep
      - Vacuum classrooms
      - Sweep and vacuum Ryan's Hall
      - Clean all 4 bathrooms
      - Pull down lamp shades-wipe off and dust
      - Check boiler room and other mechanicals
      - Wipe down and clean both offices & big meeting room
      - Clean windows on both entrances
      - Wipe down all ceiling fans
      - Change lights when needed
      - Vacuum halls
      - Clean gutters when needed
      - Pickup debris around the property once a week
      - Check facility for any plumbing, electrical or security issues.
      - Begin preparing Saint Mary grounds for transition.
      - Other items as needed.
      - M-F – Saint Mary - walk through to check for any plumbing, security, or other issues.
  - **Saint Liborius**
    - Monday's – 11:15 a.m. to 3:00 p.m.
      - Change sign outside
      - Check & change garbage in hall from weekend events
      - Clean bathrooms
      - Clean hall (sweep, mop, clean tables and kitchen) if needed from weekend events
      - Start cleaning classrooms from Religious Education on religious education day.

- Tuesday's – 12:15 p.m. to 3:00 p.m.
  - Go to rectory-clean bathrooms
  - Wipe down and clean offices
  - Wipe down meeting rooms
  - Wipe down and clean kitchen
  - Mop all floors
  - Clean basement after religious education classes
  - Make sure the church is clean for Tuesday night mass
  - Other items as needed.
- Wednesday's – 7:00 a.m. to 3:00 p.m.
  - Check boilers in all buildings - make sure they are working properly
  - Walk around the parking lot to check for broken glass and debris
  - Sweep and mop school hall from Outreach dinner on Tuesdays
  - Finish cleaning the classrooms from religious education classes
- Thursday's – 7:00 a.m. to 3:00 p.m.
  - Check boilers
  - Go to DeMuth to make sure there are no issues
  - Sweep and mop staircases from back entrances of religious education building up to top floor
  - clean bathrooms
  - Check and change lights when needed
  - Wipe down all chairs and desks in all 8 classrooms
  - Change all garbage for weekend classes
  - Pull down light shades and clean dust and bugs
  - Wipe down all chalkboards when needed
  - Other items as needed
- Friday's – 7:00 a.m. to 3:00 p.m.
  - Open church for Friday mass
  - Change garbage before mass starts
  - Set up hall for weekend events
  - After Mass
    - clean choir loft-sweep and mop
    - clean both bathrooms
    - vacuum whole church
    - wipe down pews
- Change lights in chandeliers - if needed
- Help Outreach bring in food
- Responsible for snow removal during work hours.
- Come in on Saturday evenings to clean church, bathrooms, and entrances for Sunday Mass.
- Fix kneelers when needed.
- Clean windows when needed.
- Clean and pull out all windows in school building-summer cleaning.
- Clean gutters as needed-at least every other week in fall.
- Change lights and go to Helsel-Jepperson for bulbs when needed.
- Repairs, plumbing, electrical, mechanical, and structural not requiring outside professional.
- Any painting that is needed
- Strip and wax all floors in the school building every summer.
- Summer cleanup
- Extra-ordinary maintenance projects as needed.
- Clean up before and after funerals and weddings.
- Lawn maintenance which includes grass cutting.

- Keep informed Administrative Assistant for the purchase of custodial supplies for all buildings.
- Responsible for communicating with outside contractors ensuring snow removal is done in a timely manner.
- Upkeep of all outside grounds
- Contact contractors for outside work to be done on campus.
- Oversee any contractual projects taking place on campus
- Provide a weekly status update on projects to the pastor.
- Meet with all the inspectors, city, state, and Joliet Chancery.
- Work with Administrative Assistant to maintain records of asbestos and schedule inspections.
- Maintain boilers and schedule inspections as needed.
- Arrange for fire extinguishers, chair lift and back flow inspections annually.
- Monitor AED's and fire suppression equipment for proper functioning and equipment updates.
- Continuous assessment of campus for a safe and secure environment.
- Collaboratively work with Police and Fire Departments for required inspections and safety and security procedures.
- Maintain a collaborative working relationship with Saint Boniface staff and regular check on the Saint Mary, Park Forest, property.
- Collaborate closely with Mother Teresa Academy for maintenance needs – TBD.
- Availability on weekends in case of emergency.
- Other tasks as directed by the pastor/administrative assistant.

## **QUALIFICATIONS**

- High school diploma and 6 years of facility management experience required.
- Communicates in a professional, positive, and supportive manner at all levels.
- Practicing Catholic who understands and supports the teachings and dogma of the Roman Catholic Church and who acts as an example and serves as role model in their personal life.
- Has a sense of God's call to this ministry and carries out the ministry in service to the parish.
- Displays a true Christian example of patience, compassion and understanding.
- Proficiency in relating to and working cooperatively with parish and school staff and other members of parish.
- Valid Illinois driver's license.
- Compliance with Safe Environment requirements.
- Basic knowledge of HVAC systems and electrical, plumbing, and carpentry skills.
- Ability to diagnose and perform routine to mid-level repairs. Certifications a plus.
- Excellent interpersonal skills required.
- Skill in both verbal and written communication.
- Knowledge of facilities planning and management processes and procedures.
- Knowledge of building, life safety, and elevator codes and standards of practice.
- Knowledge of construction materials and methods.
- Skill in reading and interpreting plans and specifications and comparing them with construction progress.
- Attend required asbestos training.
- Strength in administrative and organizational skills.
- Demonstrate ability to set priorities and organize work effectively and efficiently on projects being conducted
- Ability to honor and maintain absolute confidentiality both within and outside of the office in regard to any and all parish business.

## **SALARY**

Salary range is \$45,000 - \$48,000 per year, depending on experience and qualifications.

## **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 based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

## **WORK ENVIRONMENT**

- This is a full-time, exempt, benefited position.
- Working presence in the church each week of no less than 37.5 hours.
- Flexibility of schedule when needed and must be approved in advance (except for illness) by the Pastor or administrative assistant.
- Reliable transportation is required.
- Employment or voluntary activities or opportunities outside the parish must not conflict with normal liturgical responsibilities or other investments of time standard to the position defined in WORK SCHEDULE STATUS above.
- Miles traveling between churches and school will be reimbursed at the rate stipulated by the IRS and recorded by the Sacristan and approved by the Pastor.

## **PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB<sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility.
- Must be safety minded and physically must be able to climb roofs and steeples, as well as access crawl spaces.
- Physically able to perform the duties assigned including the ability to lift 20-50 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

***To apply for this opportunity, please send a cover letter and resume to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org) Please reference Parish Facilities Manager in the subject line of email.***

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<sup>1</sup> This 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 Pastor of Saint Liborius and Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.