

Job Title: Maintenance employee
Reports To: Pastor
Parish: Resurrection Parish, Wayne, Illinois
Position: Part-time, Unbenefited
Hours: Averaging 15-20 hours per week

POSITION SUMMARY

Resurrection Parish is seeking a dedicated and experienced Maintenance worker to oversee the maintenance 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES TO INCLUDE, BUT NOT LIMITED TO

- Report directly to the Parish Pastor and maintain regular communication on maintenance and project updates.
- Help 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.
- 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.
- Oversee security system and be able to provide security footage as needed.
- Perform other duties as assigned by the Pastor or Business Manager.

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.
- Commitment to the mission and values of Resurrection Parish.
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

HOURS

- Part-time, flexible 15-20 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

Hourly rate \$21-23 an hour, depending on experience.

BENEFITS

- Paid personal leave days

To apply for this position, please send resume and references to Ljost@rescatholic.org. Please include Maintenance in the subject line of your email.