

**Job Title:** Facility Maintenance  
**Parish:** Holy Trinity Catholic Parish, Westmont, Illinois  
**Reports To:** Pastor  
**Position:** Full-time with Benefits

### **Job Summary**

Responsible for the effective, efficient, and safe maintenance, renovation and upkeep of parish buildings and grounds. Main duties include supervising the preventative, routine and emergency maintenance and upkeep of the buildings and property for the church and school.

### **Duties and Responsibilities**

- Primary systems including:
  - HVAC, plumbing, electrical, security, fire safety, energy management, and grounds.
- Maintenance of lawn, landscape, and snow removal.
- Will supervise outside contractors. A working position – personally performs routine to mid-level maintenance functions.

### **Qualifications**

- Must have excellent interpersonal skills and familiarity with the Catholic Church as an organization. Must work effectively with and collaborate with the Pastor, Principal, parish staff and parishioners.
- Minimum 5 years of experience with buildings and grounds or industrial facility maintenance.
- Demonstrated supervisory experience and personnel management skills.
- Ability to diagnose and perform routine to mid-level repairs. Certifications a plus.
- Proficient in Microsoft Office; able to understand, learn and use technology-based systems.
- Ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility. Ability to safely lift up to 50 pounds.
- Ability to operate equipment, owned and rented.
- On-call availability for emergencies.
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

*This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time and with or without notice.*

### **Salary Range**

Salary range is \$45,000 - \$50,000 annual

### **Benefit Information**

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 Conditions**

This is an in-person, full-time, benefited, salaried position. Hours are Monday – Friday, 7:30 a.m. – 4:00 p.m. Must be available for on call.

### **PHYSICAL DEMANDS<sup>i</sup>**

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 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

***If interested in this opportunity, please submit resume, and references to the Pastor, Fr. Rafal Wasilewski, C.R. at [father@holytrinitywestmont.org](mailto:father@holytrinitywestmont.org).***

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