

**TITLE** Maintenance, Buildings and Grounds  
**AGENCY** St. Alexis Parish, Bensenville, IL  
**REPORTS TO** Pastor  
**POSITION** Part-time, Unbenefited. 15-hours per week  
Monday – Friday, 9:00 a.m. – 2:00 p.m., Flexible Days

### **Start a Great Career with a Great Purpose!**

St. Alexis family is a community blessed by God with a diversity of cultures and languages. Celebrating that richness, we reach out to all inviting them to gather at the table of the Lord as one People. In openness to the Gospel, we form ourselves as stewards of the Lord's gifts to create a community of faith that is unifying, supporting, and nurturing. We are recognized as a parish of choice!

#### **Job Purpose**

St. Alexis Catholic Church is seeking to hire a maintenance person to provide a variety of general maintenance duties for the parish.

#### **In this role, you will.....**

- Manage building system such as HVAC, water, gas and electric and fire alarm, elevator etc.
- Provide assistance to pastor in identifying issues related to parish physical infrastructure.
- Act as a liaison between Diocesan offices and parish staff in regard to major repairs and projects.
- Be responsible for project management for large projects involving bids, quotes, as well as consulting Diocesan official for guidance and their involvement.
- IT and network infrastructure maintenance.
- Other duties as directed by the pastor.

#### **Education/Qualifications Required**

- Some experience as a handyman, Electrical, Plumbing, landscaping, knowledge in repairing radiators, painting, and general building repairs is a must.
- Excellent communications and other interpersonal skills.
- Ability to maintain strict confidentiality.
- Ability to work independently with responsibility.
- Bilingual English/Spanish a plus.
- Must support the mission, philosophy, objectives and policies of St. Alexis Catholic Church and the Diocese of Joliet.

#### **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 perform the duties as assigned including the ability to lift to 20-30 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.

If interested in this amazing opportunity, please send a resume and cover letter to the Pastor, Fr. Jesus to: [pastor.st.alexis.bensenville@gmail.com](mailto:pastor.st.alexis.bensenville@gmail.com)

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