

TITLE Maintenance
AGENCY St. Dominic Catholic Church, 440 E. Briarcliff Rd., Bolingbrook. IL 60440
REPORTS TO Pastor and Business Manager
POSITION Part-time, Unbenefited, 20-hours per week
Tuesday – Friday, 2:00 p.m. – 6:00 p.m., Flexible Days
Saturday, 9:00 a.m. – 1:00 p.m.

Start a Great Career with a Great Purpose!

Mission Statement

We, the people of St. Dominic Catholic Church, united by Baptism and guided by the Holy Spirit, are called to proclaim the Gospel; to live lives of simplicity and service; to celebrate the unique gifts of all our people; to respect life from conception to natural death; to be a community where all are welcome. Under the patronage of St. Dominic, we pledge and dedicate ourselves to this vision as we work together to build the Kingdom of God.

Job Purpose

St. Dominic 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 and business manager 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.
- 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. Dominic Catholic Church and the Diocese of Joliet.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- 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 Business Manager at businessmanager@stdominiccc.org

¹ 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.