

Title: Facilities Manager
Reports to: Pastor
Position: Part-time, Unbenefited, 20-25 hours per week, Monday – Friday
Parish: St. Joseph Church & School, Manhattan, IL

About our parish

St. Joseph is the local center of discipleship for Catholics in vibrant and growing Manhattan Township. The clergy, staff and laity of the parish are on a mission to lead the souls of our care to Heaven. We do this by embracing the Christian life: living in the saving grace of Jesus Christ through participation in the sacraments, growing in knowledge of Him through ongoing formation, and loving Him in the service of our neighbors.

Position Purpose

St Joseph Parish is seeking a part-time Facilities Manager to oversee maintenance and repair of our buildings and grounds. Applicants should be dependable, have a strong mechanical aptitude, be computer literate and possess good communication skills. Candidates must have a willingness to work for a Catholic institution, and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.

Duties and responsibilities

- Maintain the safety and function of our five buildings within our 7+ acre campus.
- Possess basic knowledge of plumbing, electrical and HVAC.
- Perform preventative maintenance on and make basic repairs to the same as needed.
- Regular communication with and provide mechanical guidance to the school custodian.
- Help custodian with school cleanup if needed - fill in for him on days off.
- Be the contact for and manage facility related vendors including contract compliance.
- Cost management and control with vendors and purchases. Adhere to a budget.
- Recommend capital expenditures with cost estimates and priority level.
- Adapt to changing, multiple priorities as different groups within the parish ask for support.
- Support a number of 3rd party organizations on our campus with regard to event needs, setup, cleaning, etc.

Physical Demands¹

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 will regularly climb stairs and walk between campus buildings. The employee must be able to climb a ladder, lift 50 pounds, and possibly work outside in inclement weather. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this outstanding opportunity to serve God and the Church while working in a lively and happy environment please send a cover letter and resume to Randy Salmich, Facilities Manager, at rsalmich@sjpmanhattan.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.