

Job Description for Posting

Job Title: Facilities Maintenance Worker

Location: Catholic Parish

Reports To: Pastor

Position Summary

The Facilities Maintenance Worker is responsible for the overall care, maintenance, and safe operation of all parish buildings and grounds. This role requires a **highly hands-on individual** who is capable of independently diagnosing, repairing, and maintaining building systems while also coordinating staff and outside vendors when necessary.

The ideal candidate takes ownership of the parish campus, ensuring it remains safe, functional, and welcoming for worship, ministry, and community activities.

Responsibilities

Maintenance & Operations

- Perform and oversee daily operation, repair, and preventive maintenance of all parish facilities, including HVAC, plumbing, electrical, security, and mechanical systems.
- Personally perform repairs and troubleshooting across multiple trades when needed.
- Establish, implement, and maintain a comprehensive preventive maintenance program.
- Ensure all facilities are clean, operational, and prepared for parish events and liturgical functions.
- Coordinate and support custodial services to maintain a clean and welcoming environment.
- Respond promptly to maintenance requests and emergencies.

Facility & Grounds Management

- Maintain and oversee parish grounds including landscaping, irrigation systems, parking lots, playgrounds, and outdoor spaces.
- Perform routine grounds maintenance and minor repairs as needed.
- Maintain inventory of tools, equipment, and supplies; ensure proper storage and upkeep.
- Identify and address facility issues proactively before they become major problems.

Staff & Vendor Coordination

- Assist in recruiting, training, and supervising maintenance and custodial personnel as applicable.
- Coordinate and oversee outside contractors, ensuring quality of work and compliance with parish and diocesan standards.
- Obtain bids, negotiate service agreements, and monitor vendor performance.
- Step in to perform work directly when vendors are unavailable or cost-prohibitive.

Budget & Planning

- Assist in preparing and managing the facilities budget in collaboration with parish administration.
- Monitor expenses and identify cost-saving opportunities through efficient maintenance practices and in-house repairs.
- Support long-term planning for capital improvements, renovations, and equipment replacement.
- Provide regular updates and reports to the Pastor and/or parish business manager.

Safety & Compliance

- Ensure compliance with diocesan policies, OSHA standards, fire codes, and local building regulations.
- Maintain and update emergency preparedness plans (fire, weather, security).
- Conduct and coordinate routine safety inspections (fire extinguishers, alarms, lighting, etc.).
- Maintain a safe working environment for staff, volunteers, and parishioners.

Qualifications

- Demonstrated experience in **hands-on building maintenance** (HVAC, electrical, plumbing, mechanical systems, carpentry, drywall, etc.).
- Ability to independently troubleshoot and repair facility systems with minimal supervision.
- Working knowledge of building systems, tools, and maintenance best practices.
- Strong organizational and problem-solving skills.
- Ability to prioritize tasks and respond effectively to urgent issues.
- Experience supervising staff or coordinating vendors preferred.
- Basic computer skills for communication, scheduling, and reporting.
- Valid driver's license.

Physical Requirements

- Ability to lift, carry, and move equipment and materials (50+ lbs).
- Ability to work on ladders, rooftops, and in mechanical spaces.
- Capable of performing physically demanding tasks in various weather conditions.

Work Environment

This position requires a flexible schedule, including occasional evenings or weekends to support parish events or respond to emergencies. The role involves both indoor and outdoor work across the parish campus.

Mission Alignment

The Facilities Maintenance Worker supports the mission of the Catholic Church by ensuring that parish facilities are safe, functional, and welcoming spaces for worship and community life. The individual is expected to respect and uphold the values and teachings of the Roman Catholic Church in their work.