

Job Title: Facilities Technician
Reports to: Director of Administration
Parish: St. Isidore Parish, Bloomingdale, Illinois
Position: Full-Time with Benefits, Non-Exempt, Hourly Position

Position Summary

St. Isidore Parish in Bloomingdale, Illinois is seeking to hire a full-time, benefited, Facilities/Maintenance Technician who will be responsible for the upkeep and functionality of the facilities and grounds of St. Isidore Parish and School.

Duties and Responsibilities

- Clean bathrooms, floors/carpeting, dispose of garbage and recycling.
- Set up and break down tables, chairs, displays, and other items for events and meetings.
- Maintain grounds with routine mowing and trimming. Additionally, tree pruning, weed pulling, lawn and bed weed spraying, and general groundskeeping are required. During winter, snow and ice removal are expected.
- Assemble, install, and repair new and existing equipment and furniture.
- Repair, maintain, and replace light bulbs, HVAC filters, batteries, belts, bearings, and other equipment throughout the campus, as needed.
- Repair and maintain basic plumbing systems, HVAC, electrical, security, and fire safety systems.
- Perform end-of-day daily maintenance checklist, as well as scheduled weekly, monthly, semi-annual, and annual equipment maintenance.
- Prepare surfaces for painting, including cleaning, sanding, and priming,
- Ability to lift 50 lbs. and climb ladders.
- Perform other work as required or may be assigned by the Director of Administration, Principal, or Pastor.

Qualifications

- High school diploma or equivalent required.
- Valid driver's license
- Previous experience is preferred.
- Must be self-directed and can work independently.
- Effective communication skills, attention to detail, teamwork attitude, and good time management skills.
- Good working knowledge of all phases of building maintenance, including electrical, plumbing, HVAC, carpentry, and hand and power tools.
- Ability to safely lift 50 lbs., work from ladders, and withstand cold and heat.
- VIRTUS Online Compliance
- Safety training or certification a plus.
- Facility Management software a plus but willing to train.
- Must support the mission, philosophy, objectives, and policies of St. Isidore Parish, the Catholic Church and the Diocese of Joliet.

Work Schedule

- Full-Time with Benefits, Non-Exempt, Hourly Position
- Monday – Friday, 7:30 a.m. – 3:30 p.m.
- Additional hours may be available for unexpected situations.

Salary

Salary range \$22.00 - \$24.00 per hour, depending on experience.

Benefits

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.

To apply for this position, please send a cover letter and resume to Dan Tobin at dtobin@stsidoreparish.org Please reference Facilities Technician in the subject line of the email.

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

- 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 up to 50 pounds, if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional additional evening hours may be available, flexibility to adjust to other department/business needs.

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.