

ST. ALPHONSUS LIGUORI PARISH
411 N. Wheeling Rd., Prospect Heights, Il. 60070
Contact: Alyce Gilarski, HR 847-255-7452 ext. 143

Job Description: Facility Manager, Full time, Salaried position

Reports to: Pastor

Must haves: 3-5 Years experience in this position. Also required by the Archdiocese: Criminal Background Check/Virtus training/Fingerprinting/Licenses as required.

General Description: Responsible for the effective, efficient and safe maintenance of the parish buildings and grounds. Primary systems knowledge include HVAC, plumbing, electrical, security, fire safety, energy management, irrigation and grounds. Personally able to perform routine to mid-level maintenance functions.

Supervision and scheduling of maintenance staff and volunteers for routine and special events for the school/parish.

Physical effort: Limited physical effort required heavy lifting, pushing or pulling objects up to 50 pounds. Walking the facility on a daily basis is required.

A full job description is available upon request.