Open Position Notice

Date: November 9, 2021

Position Title: Building and Grounds Manager

Agency/Office: Catholic Cemeteries

Work Schedule: Full Time

Position Requirements:

The Diocese of Providence and the Catholic Cemeteries system are seeking a hands-on Building and Grounds Manager who will be responsible for the overall maintenance and upkeep of all Catholic Cemetery facilities in the state including buildings, grounds, and equipment.

Duties include overseeing the day-to-day operations of Catholic Cemeteries and assisting with the development and implementation of landscapes and buildings. This person will ensure the maintenance, safety, accessibility, and dignified atmosphere of cemetery grounds and buildings for all visitors. The Building and Grounds Manager will visit various Diocesan cemetery locations throughout the state.

The well qualified applicant must have a minimum of 10 years supervisory experience that includes carpentry, electrical, plumbing, landscaping skills, etc. Experience in or working knowledge of cemeteries a plus. Applicants must also possess excellent people and customer service skills and the ability to compassionately handle sensitive situations with grieving family members. Must be proficient with MS Word and Excel. Continuing educational opportunities available. Excellent benefits package and working environment. Practicing Catholic in good standing with the Church preferred.

Interested applicants should send a cover letter and resume to:
John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dioceseofprovidence.org