



St. William the Abbot
Roman Catholic Church

Facilities Manager – Full-Time

Job Summary

This position is responsible for cleaning and maintaining the facilities of St. William the Abbot Church and School. Under limited supervision, the position is responsible for the cleaning and maintenance of all areas of the church and school grounds and buildings.

Duties and Responsibilities

- Oversee and manage all aspects of parish and school facility operations, including maintenance, minor repairs, renovations, and cleaning
- Oversee maintenance staff
- Must exercise considerable independent judgment and initiative in performing all maintenance duties
- Responsible for putting up and taking down all holiday decorations
- Responsible for contacting outside vendors to schedule minor repairs needed
- Maintains all records of repairs, renovations and scheduled preventative maintenance
- Develops a preventative maintenance program for the purpose of ensuring parish and school are maintained in a safe condition
- Order supplies as requested for church and other buildings

Requirements

- High School diploma
- Proficiency in English
- Possession of valid NYS driver's license

Physical Requirements

- Walking and standing during the entire shift
- Must be able to climb stairs, kneel, push and pull objects
- Lifting and moving objects up to 50lbs

Schedule

Monday through Friday from 6am to 2pm with a one-hour unpaid lunch break. Some evenings and weekends might be required.

Pay

This position is expected to pay between \$41.20 and \$43.95 depending on experience

Please send resume and cover letter to
Kate Walsh
kwalsh@stwilliam.org