



Cathedral of St. Peter

Position Description: Facilities Manager (Full-Time)

The facilities manager provides upkeep and repair of church buildings, grounds, and equipment, including electrical, plumbing, and HVAC system maintenance and repair.

The Facilities Manager's Primary Tasks

Building Maintenance: Performs routine repairs on furniture, equipment, building surfaces, electrical systems, HVAC, and plumbing.

Safety and Security: Maintains a safe environment by identifying and addressing hazards and ensuring compliance with safety regulations.

Equipment Maintenance: Ensures all equipment is well-maintained and functions properly, including performing preventative maintenance tasks.

Event Support: Assists with setup and teardown of rooms for events, including arranging chairs, tables, and other necessary equipment.

Communication and Collaboration: Works with other staff and volunteers to ensure a clean and well-maintained facility.

Snow & Ice Removal: Coordinates removal of snow and ice during winter months.

Trash Removal: Removes trash from office spaces to dumpster daily as needed.

Recordkeeping: Maintains accurate records of maintenance activities and repairs.

Other duties: As assigned.

Qualifications

Physical Abilities: Ability to perform manual tasks, lift heavy objects, and work in various weather conditions.

Experience: Prior experience in maintenance, custodial work, or a related field is required.

Skills: Strong knowledge of general maintenance and repair techniques, including plumbing, electrical, and HVAC systems. Capability to work dependably with minimal direct supervision.

Interpersonal Skills: Ability to interact with church staff, volunteers, and visitors in a respectful and positive manner.

Salary Range

Salary: Between \$20 and \$24 hourly commensurate with experience and skills.

Benefits

Click [here](#)

Opening

The position is currently open.

Please submit resumes to Search Committee, 200 W. Harrison St. Belleville, IL 62220 or fgmosb@gmail.com.