

Maintenance Director / Facilities Manager

May 2024

Holy Trinity Catholic Parish in Comstock Park is discerning who will serve as its next Maintenance Director to be responsible for the appearance, safety and security of our buildings and grounds.

We seek a hands-on person with experience in HVAC systems, electrical, plumbing, and building security, as well as applicable laws, standards and regulations for our church, school and administrative offices.

The maintenance director:

- Develops and maintains relationships with third-party suppliers
- Maintain custodial products inventory, maintenance parts inventory, and required records such as MSDS sheets
- Supervises a second-shift custodian, and summer help.

This full-time salaried position offers competitive salary, pension, health, dental and life insurance.

To Apply:

SEND PDF ATTACHMENTS THAT INCLUDE:

Cover letter, resume, work history, salary expectation and references.

Subject Line: Maintenance Director

To: jobs@holytrinitycp.org