

Head of Maintenance – Full-Time

Location: St. John the Baptist Catholic Church & St. John Notre Dame School, Folsom, CA 95762

Schedule: Full-Time, Monday–Friday, 8:00 a.m.–4:00 p.m.

Pay: \$18–\$25 per hour, based on experience

Position Overview

St. John the Baptist Catholic Church and St. John Notre Dame School are seeking a dependable, skilled, and proactive Head of Maintenance to oversee the maintenance and general upkeep of both campuses.

The Head of Maintenance is responsible for helping ensure that our church and school facilities are safe, clean, functional, and well maintained. This position oversees building systems, grounds, fire and life-safety needs, routine and minor repairs, furniture and equipment installation, and coordination with outside vendors and contractors.

Key Responsibilities

- Perform and oversee general maintenance and minor repairs throughout the church and school campuses.
- Monitor building systems, including HVAC, furnaces, plumbing, electrical systems, and water heaters.
- Identify maintenance concerns and proactively address repairs and preventative maintenance needs.
- Oversee the upkeep of campus grounds, landscaping, blacktop areas, walkways, and exterior facilities.
- Assemble, install, move, and repair furniture and equipment as needed.
- Coordinate required fire and life-safety inspections and maintenance, including fire extinguishers, alarms, and related systems.
- Work with outside vendors and contractors, including scheduling service, communicating campus needs, and monitoring work performed.
- Provide basic support for technology infrastructure and equipment when appropriate.
- Assist with campus setup and facility needs for school, parish, and special events.
- Maintain appropriate records of repairs, inspections, maintenance schedules, and vendor services.
- Respond promptly and professionally to maintenance requests from parish and school leadership.
- Help maintain a safe, welcoming, and well-cared-for environment for students, families, parishioners, staff, and visitors.

Qualifications

- Broad maintenance or facilities experience, such as construction, electrical, plumbing, HVAC, general repairs, or a related field.
- Ability to troubleshoot problems and complete routine repairs independently.
- Strong organizational and time-management skills.
- Dependable, proactive, and able to prioritize multiple maintenance needs.
- Ability to communicate effectively and professionally with staff, vendors, contractors, and parish and school leadership.
- Ability to perform the physical duties associated with facilities maintenance.
- Commitment to maintaining a safe and welcoming environment consistent with the mission and values of St. John the Baptist Catholic Church and St. John Notre Dame School.
- **Preferred:** Practicing Roman Catholic.