

St. Boniface Parish

Director of Maintenance Position Announcement

St. Boniface Parish is seeking a qualified, capable individual for the position of Director of Maintenance. The position is full-time with competitive pay and benefits. Applicants will be responsible for regular cleaning and upkeep of all facilities, performing routine and preventative maintenance and other maintenance duties in efficient and cost effective ways, and providing timely and sufficient care of parish grounds, including lawns, cemeteries, and sidewalks for a mid-size parish.

The ideal candidate is:

- Familiar with and supportive of our mission as a Catholic parish
- Experienced in and knowledgeable of best practices in the maintenance of buildings and grounds
- Energetic, creative, and self-motivated to quickly identify and satisfactorily resolve maintenance needs
- Able to engage in positive, cooperative relationships with parishioners, staff, and the community
- An effective communicator, exhibiting strong organizational, interpersonal, and administrative ability

Required Qualifications

- Minimum of a high school diploma or GED
- Active driver's license
- Required child protection clearances
- Proficiency with basic cleaning and maintenance equipment and procedures

Desired Qualifications

- Minimum 5 years maintenance experience
- Ability to work well with others and with minimal supervision
- Attention to detail, timeliness, and quality of work

Physical Requirements

- Adequate eyesight and hearing to ensure the safe and effective performance of duties
- Ability to reach, to bend, and to lift moderate weight and to operate needed equipment

Application Materials

Interested candidates are asked to submit an application packet, including a cover letter, resume, and professional references, to Father Marc Stockton, Pastor, St. Boniface Parish at mstockton@eriercd.org or by mail to 9367 Wattsburg Rd., Erie, PA 16509. Applications will be accepted through January 19, 2024.