



DIRECTOR OF MAINTENANCE

INFORMATION PACKET FOR APPLICANTS

Job Posting | October 27, 2025

Director of Maintenance

A Unique Opportunity to Make a Difference

From the moment you step through our doors, you'll know St. Pius X Parish in Grandville is a special place. We are a vibrant, faith-filled community with a mission to foster encounters with the Risen Jesus for everyone who enters our parish and for all those in the Grandville area. Passion, purpose, contagious energy, and a spirit of generosity define us—we care deeply about one another and strive to inspire others to take the next small step toward a life with God.

We are seeking a Director of Maintenance to join our team and provide support to the pastor and parish staff. This person will have the vision and skills to keep our facilities and campus safe, attractive, and well-maintained.

What We Offer

- **A Supportive Team:** You'll work alongside passionate, talented teammates who share your dedication to transforming souls and living out our faith.
- **A Welcoming Parish:** St. Pius X Parish includes 900 households in the southwest suburbs of Grand Rapids. We are a vibrant community where everyone is seen, heard, and valued as a beloved child of God. To learn more about our community—visit www.spxcatholic.org
- **A Shared Mission:** Together, we strive to re-energize the spiritual lives of Catholics, inspiring and inviting them to a deeper connection with God.

Join Us in Transforming Lives

At St. Pius X, every effort we make has one goal: collaborating with God to transform souls, one at a time. We invite you to bring your gifts, talents, and passion to this role and help us lead the next generation closer to Christ! Applications will be evaluated as submitted.

APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to frdouglas@spxcatholic.org

1) cover letter; 2) resumé with salary history; 3) at least three references

Please include your last name and "Director of Maintenance" in the subject line.

DIRECTOR OF MAINTENANCE

Purpose of this Ministry: The Director of Maintenance is a key professional who serves as a steward to ensure our parish practices good stewardship of its resources by keeping our facilities and campus safe, attractive, and well-maintained.

Reports to: Pastor

Supervises: Maintenance Assistant

Collaborates with: Parish Staff, Parishioners

Status: Full-time | Hourly | Non-Exempt

Essential Responsibilities and Tasks

1. Provide supervision and leadership to the maintenance staff. Set goals for maintaining the physical plant of the parish with the Business Manager and the Buildings & Grounds Committee. Assign tasks and manages the priorities of the maintenance staff to accomplish goals in a timely manner.
2. Solicit bids with local contractors. Monitor and oversee contracted services. Maintain file system for all contracts, equipment warranties, and service manuals.
3. Maintain parish facility systems such as security, fire protection, lighting/bells, heating/cooling, etc.
4. Ensure compliance with the best practices recommended by Michigan Catholic Conference Loss Prevention.
5. Maintain facility records on all buildings, systems, grounds, and inventories.
6. Has basic knowledge of carpentry, plumbing, troubleshooting, electrical wiring, grounds keeping, vehicles, HVAC, appliances, etc. Instructs staff on safety standards, best practices, procedures, and materials as required by the Diocese of Grand Rapids and Michigan Catholic Conference.
7. Maintain work center for work maintenance activities. Secure control of supplies.
8. Support pastoral mission of the parish by arranging meeting rooms, the sanctuary, and the parish grounds for various events and activities. Coordinate procedures for church staff to report maintenance requests and emergencies to the Maintenance Department.
9. Be available for after-hours emergencies, including holidays.
10. Develop master maintenance plan. This plan should list routine (weekly, monthly, and annual) maintenance duties on systems, equipment, and structure of each building, including grounds, in the facility whether done by SPX maintenance personnel or contracted vendors.

QUALIFICATIONS:

- College degree or appropriate certifications in maintenance/engineering are preferred; or five years of maintenance experience is required.
- Previous supervisory experience is preferred.
- Demonstrated basic knowledge of carpentry, electrical wiring, cement work, plumbing, sanitation, mechanics, HVAC, vehicle maintenance, grounds keeping, and appliance repair is required.
- Strong organizational, communication, and time management skills.
- Work collaboratively with staff and parishioners.
- Must be willing to work flexible hours, including evenings and weekends.
- Clear criminal background check is required. Must be Virtus compliant.

PREFERRED QUALIFICATIONS:

- Trade certifications or licenses (e.g., HVAC, electrical, plumbing)
- Prior experience working in a religious or nonprofit organization
- Knowledge of Michigan Catholic Conference (MCC) safety and maintenance guidelines

WORK ENVIRONMENT:

- Average of approximately 42 hours weekly; including some nights and weekends.