



Notre Dame Catholic Church

CAMPUS ENGINEER

JOB DESCRIPTION

Notre Dame Catholic Church is located in Clarendon Hills, IL and is committed to the New Evangelization. Our parish vision is to offer every person a life-changing encounter with Jesus so all might be rescued and have abundant life.

JOB TITLE: Campus Engineer

REPORTS TO: Parish Administrator

DATE POSTED: August 2025

JOB SUMMARY

Campus Engineer is responsible for the upkeep of the buildings and grounds of all parish and school property including performing building maintenance and repairs, room set-ups, and overseeing of outside contractors responsible for equipment repairs, snow removal and landscaping.

DUTIES & RESPONSIBILITIES

1. Monitors and maintains facilities and property with safety as the highest priority. This includes HVAC, plumbing, electrical, lighting, water, snow removal and other mechanical systems.
2. Monitors security and fire alarm systems and assures all safety control systems are tested and functioning and maintains up-to-date maintenance logs for these systems.
3. Performs painting, plumbing, electric, HVAC and carpentry work to maintain the parish property or oversees an outside contractor if the work has been outsourced.
4. Maintains parking lots and walkways and outside lighting such that they are safe and in good repair for all parish and school activities.
5. Oversees the work of any snow removal and landscaping vendor to assure that the parish property represents the parish well and is safe.
6. Sets up rooms in the manner and timeframe requested.
7. Performs trash removal as needed.
8. Ensures a proper environment, including temperature, ventilation and accessibility, which require preventative maintenance and reasonable anticipation of foreseeable problems.
9. Maintains records and logs required for maintenance, insurance, safety and code compliance.

10. Assist staff and volunteers as needed and requested with ladder, hanging decorations, and other manual tasks.
11. Other duties assigned.

REQUIREMENTS

This is an exempt position and requires a working presence on site of 40 hours per week, Monday through Friday. Additional time may be required after office hours. As an exempt employee, overtime, compensation time, or other non-exempt components are not included as part of this position.

- Minimum of high school degree or GED and 5 to 7 years experience in general maintenance.
- Knowledge of plumbing, electrical, carpentry, painting and HVAC is required.
- General knowledge of building systems,
- Ability to lift objects up to 50 pounds, climb, stoop and bend.
- Ability to work flexible hours including weekends and holidays when needed.
- Must be proactive and supportive of the parish and school's purposes, goals, policies and programs.
- Good interpersonal skills are essential.
- Desire to serve and empower the church
- Committed to the mission, vision, and values of Notre Dame Parish

BENEFITS

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance; Basic Life and AD & D: Long-Term Disability Insurance; Flexible Spending Accounts; Defined Pension Plan funded by Diocese of Joliet; 403(b) retirement plan; paid personal leave days; and paid holidays set by parish.
- Voluntary benefits of Short-term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

SALARY

Full time salary range is \$45,000-\$55,000 annual, depending on experience.

To apply for this position, please send resume and cover letter to cjain@notredameparish.org

This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA) accommodate essential job functions whenever feasible.

