



CRISTO REY CHURCH

**201 W. Miller Rd
Lansing, Michigan 48911
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Cristo Rey Church is seeking a part-time Maintenance Director

Position Description:

The Church Maintenance Director shall serve as the main contact for maintenance projects at the parish and shall assist the Pastor in the care and oversight of the Church's facilities. This position is responsible for making an analysis of the Church facilities (including the rectory) and making an organized plan for addressing maintenance needs with security and functionality as the first priorities. Along with that this person will be responsible for examining the current contracts the Church has with businesses and determining what can be kept and what can be adjusted. They will work together with the Office Team and report to the Pastor.

Facility Repairs / Renovations/ grounds:

1. Takes inventory of the main maintenance needs and prioritizing based on security, functionality, and lastly aesthetics.
2. Assists in ensuring that the repairs / renovations are safe and meet all construction specifications and codes.
3. Calls vendors to get estimates or for building repairs; place work orders as needed.
4. Assists in the planning, implementation of new or upgraded systems (or overseas if external resources are required).
5. Ensures parish grounds are well kept by cleaning exterior and calling volunteers or vendors for help cutting/trimming of lawns, trees, shrubs and watering and fertilizing the same. Calling volunteer/vendor to remove snow and ice from walkways.
7. Work with skilled parishioners to address needs in a professional, inexpensive manner.

Contracts:

- 1) Organize Contracts and Determine Deadlines for those Contracts (Printing, Elevator, Landscaping, HVAC, etc.)
- 2) Maintenance Calendar for Contracted Maintenance of Facilities. Consistent Maintenance to Avoid Excessive Cost for Site Visits.
- 3) Compliance with State and Federal Licensing and Laws when it comes to Facilities

Necessary Experience/Skills:

- Practical experience in maintenance for commercial facilities.
- Attention to detail and precision in work
- Good interpersonal skills and a commitment to teamwork and support of Church's ministries.
- Commitment to confidentiality regarding all records pertaining to the Church staff and membership, including, but not limited to members' personal data, Pastor and staff correspondence, appointments, salary and payroll records pertaining to the Church staff and membership.

Physical demands include walking, standing, sitting, stooping, and occasionally lifting boxes or bags that weigh up to 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills

An Ideal Candidate

- Has 5+ years of experience in maintenance of facilities with some specialization (plumbing, electrical, drywall, etc) helpful for distinguishing the candidate.
- Demonstrates active Catholic Christian faith and commitment to the wellbeing of the Church.
- Is able to have a basic level of conversational Spanish as a helpful advantage for being hired.
 - Takes initiative with projects and still can work well with the whole staff team.

Part-time Position: 12-16 hours per week

Hourly Rate: Starting @ \$16/Hour. Raised based on Experience and Education.

Deadline for Applications: August 9, 2026. The position will remain open until it is filled.

Please submit a resume and cover letter with the online application. Questions may be directed to Father Vincent Richardson at frvincentr@cristoreychurch.org or by the office phone at (517) 394-4639 Ext. 105