Job Description

JOB TITLE: Sexton for St. James Commons

DATE: January 3, 2024

REPORTS TO: Property Manager for Bishop & Trustees

DEPT: Operations

JOB SUMMARY

The sexton is a caretaker of church buildings, furniture and grounds and is responsible for the operation and maintenance of building systems and equipment. This position coordinates completion of work orders, requests and preventive maintenance as scheduled. Oversees work performed by outside contractors or other work crews. Ensures overall facility maintenance complies with applicable standards of quality and service.

KEY RESPONSIBILITY AREAS

- Open and close buildings except when other persons are authorized to do so. Adjust thermostats and lighting.
- Inspect mechanical rooms, St James Commons floors to include basement and floors 1-5, and rest rooms.
- Inspect and maintain the overall appearance of the building and grounds; ensure that the building and plaza are always clean and safe.
- Initial responder for any after-hours building alarms.
- See that safety devices such as fire extinguishers, smoke detectors, fire alarms, elevators and emergency lights are inspected as required.
- Perform minor repairs and report needs for major maintenance.
- Assist in scheduling all building inspections.
- Coordinates with outside vendors for repairs and routine maintenance. Maintains current list of vendors.
- Supervise vendors on care and upkeep of building and grounds.
- Assist in establishing priorities for major maintenance projects and make recommendations for improvements.
- Replace light bulbs and fluorescent tubes.
- Check and clean roof systems including gutters and downspouts.
- Perform required setup/takedown of tables and chairs for specific meetings/events.
- Remove rubbish from the premises for proper disposal.
- Maintain loading dock and alley in a clean and safe manner.
- Works closely in conjunction with Property Manager for Bishop & Trustees and contractors for repair of property as well as any major emergency repair decisions.
- Maintain positive communications with other personnel and individuals and/or their respective organizations.
- Adhere to all policies and procedures regarding safety.
- Attend weekly staff meetings.
- Order and obtain maintenance materials.
- Remove snow and ice from stairs and walkways on an as needed basis.
- As they occur, respond to disruptive guests and/or other emergencies.
- Coverage for lunch break of receptionist desk daily.
- Any other duties as assigned.
KNOWLEDGE/SKILLS/ABILITIES

Two to five years of experience as a maintenance technician, building engineer or related profession and the ability to learn a wide variety of new skills and tasks associated with the performance of duties assigned.

Must have experience with general building repairs, including painting, cleaning, basic repairs, electrical, plumbing, carpentry, etc. as well as knowledge of operating commercial building mechanicals and HVAC systems.

Able to lift 20-40 pounds frequently, as well as regularly bending and occasionally climbing of and working on a ladder.

Strong follow-up and accurate record keeping.

Ability to make independent decisions.

Ability to handle a variety of changing duties resulting from the complexities of maintenance work requirements.

This is a salaried position, 30-hours per week, with benefits and requires on-site work attendance Monday - Friday.

Required to occasionally work a flexible schedule, which includes occasional evenings, and holidays; available on-call 24 hours.

Interested candidates should submit a cover letter and resume by mail or email by February 1, 2024.

Send resumes either to: Episcopal Diocese of Chicago
Anna Stefaniak
65 E. Huron Street
Chicago, IL 60611-2728

Or via email: astefaniak@episcopalchicago.org

Please, no phone calls.

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