Director of Facilities and Maintenance

Basilica of St. Adalbert & St. Mary's Catholic Parishes
Grand Rapids, Michigan | Full-Time | Competitive Compensation + Benefits

Who We Are

The Basilica of St. Adalbert and St. Mary's are two of the most beautiful Catholic churches in Grand Rapids—historic landmarks whose architecture, sacred art, and liturgical life draw people from across the city and region. Clustered under one pastor, these parishes are places of vibrant worship, missionary discipleship, and genuine community. We are seeking a skilled, dependable professional who takes pride in caring for these sacred spaces so that they remain safe, welcoming, and ready to support the mission of the Church.

What You'll Love

- Working every day in two of Grand Rapids' most beautiful and historic Catholic churches
- Belonging to a parish culture rooted in mission, discipleship, and excellence
- Combining hands-on craftsmanship with meaningful stewardship of sacred spaces
- Collaborating with a supportive pastor, staff, and volunteers who value your work
- Seeing the direct impact of your care on the welcome and prayer of the community

What You'll Do

You will oversee the care, maintenance, safety, and long-term preservation of both parish campuses—buildings, grounds, systems, and equipment—while keeping the historic character of these beautiful churches front of mind.

- Provide hands-on maintenance and repairs while developing preventive maintenance programs across both campuses
- Care for historic architecture, finishes, and systems with informed stewardship and appropriate specialist support
- Coordinate contractors, manage projects, and keep facilities ready for worship, events, and ministry
- Oversee the grounds maintenance, seasonal needs (including snow removal), and a proactive approach to safety and risk reduction
- Assist with budgeting, track expenses, and help plan for long-term capital needs in collaboration with parish leadership
- Supervise, schedule, and train one or two part-time maintenance assistants
- Plan and manage setup and teardown for parish events, meetings, and ministry gatherings
- Coordinate with the sacristan to prepare the churches for major liturgies, including Christmas, Holy Week, weddings, and funerals
- Oversee fire and life safety systems (fire alarms, sprinklers, extinguishers, and emergency lighting) and their required inspections, along with building security, keys, and access control
- Respond after hours to building emergencies such as alarms, heating or plumbing failures, and severe weather

What You'll Need

- Demonstrated experience in facilities management, building maintenance, construction, or a related skilled trade (five or more years preferred)
- Practical knowledge of building systems (carpentry, plumbing, electrical, HVAC) and the ability to know when specialized help is required
- Experience managing multiple buildings or historic properties is highly desirable
- Strong organizational skills, sound judgment, and the ability to work independently across two campuses
- A practicing Catholic in good standing with a genuine commitment to the mission and values of the parishes
- The physical ability to perform hands-on maintenance work
- Experience supervising or directing staff, assistants, or crews is preferred
- A valid driver's license and reliable transportation for travel between campuses
- Successful completion of a background check and diocesan safe environment training as a condition of employment

Compensation & Position Details

- Competitive compensation commensurate with experience, plus benefits according to parish employment policies
- Full-time (approximately 40 hours/week), primarily weekday hours with flexibility for seasonal needs, events, and urgent issues
- Reports to the Director of Operations and serves both parish campuses

To Apply

Interested candidates should submit a résumé, a brief cover letter outlining relevant facilities experience, and three professional references to:

Duane Hall, Director of Operations
Basilica of St. Adalbert | 654 Davis Ave NW, Grand Rapids, MI 49504
Email: dhall@basilicagr.org

We are looking for a skilled, service-oriented professional who finds joy in maintaining beautiful, safe, and functional spaces that support worship, evangelization, and the life of the Church.