

PART-TIME BUILDING ENGINEER

JOB DESCRIPTION

We are seeking a reliable and experienced Part-Time Building Engineer to assist with the overall maintenance and operation of our campus which includes the Church, School and Parish Center.

This position offers flexible days and hours, averaging approximately 40 hours per month. The ideal candidate will help oversee larger maintenance projects, coordinate repairs, and ensure major building systems remain in good working order. Would be perfect for somebody semi-retired. There is full-time maintenance staff to assist with daily activities and maintenance.

RESPONSIBILITIES

- Monitor and maintain building systems including HVAC, plumbing, electrical, and general mechanical equipment
- Assist with planning and overseeing larger maintenance and repair projects
- Coordinate with outside contractors and vendors as needed
- Perform routine inspections to identify maintenance needs and safety concerns
- Help keep preventative maintenance schedules on track
- Troubleshoot building issues and perform minor repairs when necessary
- Maintain maintenance records and communicate project updates
- Ensure the property remains safe and operational

QUALIFICATIONS

- Previous building maintenance or building engineer experience preferred
- General knowledge of HVAC, electrical, plumbing, and mechanical systems
- Strong problem-solving and organizational skills
- Ability to work independently and manage priorities
- Good communication and contractor coordination abilities
- Reliable, flexible, and responsive to maintenance needs

SCHEDULE

- Part-time position
- Flexible days and hours
- Approximately 40 hours per month

COMPENSATION

- Compensation based on experience and qualifications.
- This is a part-time position and offers no benefits.
- Salary range \$35 hr to \$55 hr. Send resume to Dawn Burns, dawn@oldstmarys.com.