

Maintenance Director

Christ Our Light Parish & Resurrection School
Cherry Hill, New Jersey

Send resume and cover letter to employment@christourlight.net by July 15th, 2026

Position Summary

Christ Our Light Parish and Resurrection School seek a dedicated and experienced full-time Maintenance Director to oversee the maintenance, safety, and operation of all parish and school facilities. This position combines hands-on maintenance responsibilities with administrative and supervisory duties to ensure that all buildings, grounds, and mechanical systems remain safe, clean, efficient, and welcoming.

The Maintenance Director serves as a steward of parish and school property and supports the mission of the Catholic Church through professional service, responsible management of resources, and positive interaction with students, staff, parishioners, and visitors.

Hours: Full-Time, Monday–Friday, 8am to 4:30pm. (See additional comments)

Reports To: Pastor and Principal

Primary Responsibilities

Facilities Management & Leadership

- Direct and coordinate maintenance operations for all parish and school buildings, including classrooms, offices, church spaces, parish halls, rectory, and grounds.
- Develop and implement preventive maintenance schedules for buildings, equipment, and mechanical systems.
- Manage maintenance inventories, supplies, equipment, and purchasing.
- Coordinate and supervise outside contractors, vendors, and service providers.
- Obtain quotes, monitor work quality, and ensure timely completion of contracted projects.
- Assist parish and school leadership in planning and prioritizing facility improvements and capital maintenance projects.
- Maintain maintenance records, inspections, warranties, service agreements, and related documentation.
- Supervise the School and Church's custodial personnel.

Building Maintenance

- Perform hands-on repairs and maintenance involving HVAC, plumbing, electrical, carpentry, painting, and general building systems.
- Troubleshoot facility issues and respond promptly to maintenance requests.

- Ensure all facilities remain functional, safe, and well-maintained.

Boiler Operation & Mechanical Systems

- Operate, monitor, and maintain low-pressure boiler systems.
- Maintain required logs and inspection records.
- Ensure compliance with all state, local, insurance, and diocesan regulations regarding boiler operation and mechanical systems.

Safety & Compliance

- Maintain safe conditions throughout the parish and school campus.
- Conduct routine inspections and identify potential hazards.
- Ensure compliance with OSHA standards, fire safety regulations, diocesan policies, and other applicable requirements.
- Support emergency preparedness, fire drills, and safety initiatives.

Custodial & Grounds Support

- Assist with custodial operations as needed.
- Coordinate event setup and breakdown for parish, school, and community activities.
- Oversee snow removal, landscaping, playground safety, parking areas, sidewalks, and exterior grounds maintenance.
- Ensure campus appearance reflects pride in the parish and school community.

Mission Support

- Support school liturgies, parish events, meetings, and special functions.
- Foster positive relationships with clergy, staff, students, parents, parishioners, and visitors.
- Demonstrate respect for and commitment to the mission and teachings of the Catholic Church.

Qualifications

Required

- Experience in facilities management, building maintenance, or related trades.
- Working knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems.
- Ability to perform hands-on maintenance work and physical tasks, including lifting up to 50 pounds.
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently and effectively manage multiple priorities.
- Successful completion of all required background checks and fingerprinting.
- Respect for and willingness to support the mission of the Catholic Church.

Preferred

- Low-Pressure Boiler License (or willingness to obtain within the first year of employment).
- Valid New Jersey driver's license.
- Experience in a Catholic parish, school, nonprofit, or educational environment.
- Experience supervising contractors, managing maintenance budgets, and coordinating facility projects.

Compensation and Benefits

- This is a full-time, salaried exempt position. The Maintenance Director is expected to fulfill the responsibilities of the position as required and is not eligible for overtime compensation.
- Christ Our Light Parish and Resurrection School offer a comprehensive benefits package, including medical coverage, retirement benefits, paid time off, and other diocesan employee benefits, subject to eligibility requirements and plan provisions.
- The salary range for this position is 50,000 to 60,000 dollars depending on experience, qualifications, education, and relevant certifications.

Additional Information

This position may require occasional evening, weekend, holiday, or emergency on-call responsibilities to support parish and school operations. Christ Our Light Parish and Resurrection School are committed to maintaining a safe, welcoming, and faith-filled environment for all members of our community.