

Facilities Maintenance Manager – Basilica of St. Adalbert

Executive Summary

- Position: Facilities Maintenance Manager
- Employer: Basilica of St. Adalbert, Grand Rapids, MI
- Scope: Oversight and maintenance of the Basilica, Rectory, and Basilica Center (total ≈ 97,000 sq. ft.)
- Key Skills: General carpentry, HVAC, electrical, plumbing, and project coordination
- Requirements: Relevant experience; active Catholic parish membership; strong communication and independence
- Full-time (~40 hours per week), FLSA Exempt/Salaried Position

About the Basilica

The Basilica of St. Adalbert, a historic Catholic church built in 1907, stands as a cornerstone of faith and architecture in Grand Rapids. The parish campus includes:

- Basilica Church: 16,000 sq. ft., stone and marble construction, boiler heat, full basement
- Rectory: 6,000 sq. ft., two-story residence with full basement
- Basilica Center: 75,000 sq. ft., multi-use facility with gymnasium, offices, meeting rooms, and a full commercial kitchen

Maintaining the function and beauty of our facilities is an important part of the Basilica's mission to form a community of faith, to equip missionary disciples, and to evangelize through truth, goodness, and beauty.

Position Summary

The Facilities Maintenance Manager is responsible for the ongoing maintenance, repair, and operational readiness of all parish facilities. This includes preventive maintenance, coordination with outside vendors, project management for capital improvements, and stewardship of historic buildings and systems.

Primary Responsibilities

- Perform routine carpentry, electrical, plumbing, and HVAC maintenance.
- Oversee seasonal tasks (heating systems, snow removal coordination, etc.).
- Maintain interior and exterior building integrity, including roofing, masonry, drywall, and finishes.
- Manage and monitor the boiler system, HVAC units, plumbing infrastructure, and electrical systems.
- Schedule and document preventive maintenance; ensure compliance with safety codes and diocesan policies.

- Source, schedule, and supervise outside contractors for major repairs or renovations.
- Obtain estimates, manage budgets, and ensure work meets parish standards.
- Collaborate with staff and parish leadership on long-term facility planning.
- Maintain clean, safe, and functional workspaces for parish events and ministries.
- Support setup and teardown for parish functions and community use.
- Manage maintenance supplies, tools, and inventory.
- Maintain maintenance logs, inspection reports, and work orders.
- Communicate effectively with the pastor, staff, and parishioners regarding maintenance activities and needs.

Qualifications

- Experience in building maintenance, facilities management, or a related trade. 5+ years of experience is preferred, but not required, depending on work history and skills.
- Demonstrated expertise in general carpentry, plumbing, electrical, and HVAC systems.
- Proven ability to manage contractors and large-scale facilities projects.
- Experience with historic or heritage buildings strongly preferred.
- Must be self-motivated, organized, and capable of independent work.
- Excellent communication and teamwork skills.
- Must be a practicing Catholic in good standing at a Catholic parish and committed to Catholic mission and values.
- Ability to lift 50 lbs., climb ladders, and perform physical work as needed.

Compensation & Benefits

- Competitive salaried compensation commensurate with experience.
- Benefits package including health, retirement, and paid time off (subject to parish policy)
- Opportunity to steward one of West Michigan's most significant historic Catholic properties.

To Apply

Submit a résumé, brief cover letter, and three professional references to:

Fr. Kyle Kilpatrick

Basilica of St. Adalbert

654 Davis Ave NW, Grand Rapids, MI 49504

Email: kilpatrick@basilicagr.org