

Diocese of Nashville

<https://dioceseofnashville.com/job/church-facilities-maintenance-supervisor/>

Church Facilities Maintenance Supervisor

Description

The Church Facilities Maintenance Supervisor is responsible for leading a team of 2 – 5 employees in ensuring the safety, functionality, cleanliness, and security of all parish buildings, equipment and grounds. This includes managing HVAC systems, door access controls, security cameras, general repairs, and coordinating janitorial and porter services. The ideal candidate will have a strong sense of stewardship in caring for our church home. They will be hands-on, proactive, and committed to supporting the parish mission by maintaining a welcoming, safe, and well-functioning physical environment.

Essential Duties and Responsibilities

Facility Operations and Maintenance

- Evaluate and perform routine maintenance, repairs and upgrades across Parish buildings (church, offices, rectory, school, meeting rooms, etc.)
- Monitor, maintain, and schedule service for HVAC systems to ensure energy-efficient and comfortable environments
- Schedule, and maintain records of health and safety inspections (e.g., fire alarms, security systems, elevators, and ventilation system) and ensure timely completion and remediation as necessary.
- Respond to facility emergencies promptly and coordinate with vendors as needed.
- Maintain a schedule for all preventive maintenance.
- Oversee and ensure general building cleaning and maintenance.
- Oversee and ensure landscaping, mowing, irrigation system, snow removal and ice salting functions are completed as appropriate.
- Install and/or replace flooring, stairs and piping as needed.
- Repair and paint doors, windows, walls, ceilings, roofs, and other parts of the building.
- Maintain trash and recycling receptacles around the facility to ensure they are emptied on a timely basis.

Security and Safety Systems

- Manage and maintain door access control systems and electronic and mechanical locks
- Oversee operation, maintenance, and upgrades of security camera systems and two-way radios
- Ensure fire, safety, and emergency systems are compliant with codes and functioning properly

Hiring organization
St. Philip Catholic Church

Job Location
Franklin, TN

Date posted
January 27, 2026

Valid through
30.04.2026

Please complete the application and resume on [Paylocity here](#)

- Participate on parish safety committee

Janitorial, Custodial and Porter Oversight

- Supervise janitorial staff to ensure high standards of cleanliness
- Coordinate cleaning schedules, special event needs, and supply inventory
- Coordinate room set-ups, take-down, equipment storage to accommodate parish meetings and special events
- Perform manual labor and janitorial tasks when needed

Vendor and Contractor Management

- Consult and coordinate with parish technical advisors on major building systems to assure continuity in service (e.g., HVAC, church sound system, campus security system)
- Engage external service providers for specialized repairs or inspections
- Secure and review vendor contracts, submitting recommendations to parish Pastor and/or Director of Administration for review and approval.
- Oversee remodeling, construction and special projects, managing schedule and quality of work.

Budget and Documentation

- Assist in developing and managing the facilities maintenance budget
- Maintain accurate records of repairs, warranties, inspections, and service calls
- Assist in developing and maintaining a long-range maintenance and capital improvement plan for all campus facilities
- Report budgetary and project status to parish leadership

Qualifications

- 5+ years' experience in facilities management, building maintenance, or related fields
- 5+ years' experience in leading a team to achieve daily and strategic objectives
- Disposition for excellent customer service and responsiveness
- Orientation to standardized processes and quality of work standards
- Ability and willingness to perform manual labor and janitorial tasks when needed
- Working knowledge of HVAC, electrical, plumbing, and security systems, including automated controls
- Strong troubleshooting skills and hands-on MacGyver-like fix-it abilities
- Experience managing janitorial or custodial services
- Ability to lift 50+ lbs. and perform physical labor as needed
- Strong interpersonal, organizational and time management skills with attention to detail and the ability to prioritize and be flexible
- Knowledge of cleaning methods, equipment and chemicals used as well as a basic understanding of safety, care, and upkeep of chemicals and

equipment

- Proficiency with basic office technology (email, spreadsheets, scheduling software)
- Flexible and dependable, willing to adjust with grace to changing parish needs.
- Respect for working in a Catholic parish environment, with awareness of the liturgical areas and items that are considered sacred.

Preferred

- Trade certification (HVAC, electrical, plumbing) or facilities management certification
- Experience working in a school, church, or institutional environment
- Practicing Catholic in good standing
- Bilingual English/Spanish

Additional Skills and Requirements

- Ability to work flexible hours, including some evenings/weekends as needed
- Commitment to the mission and values of the Catholic Church
- Background check must be completed before start date and diocesan compliance training required upon hire.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, sit, bend over, reach with hands and arms, use hands to feel objects with tools or controls, talk, hear and climb ladders. Work will require long periods of movement and activity.

The employee may occasionally lift and carry items weighing 50+ pounds. Items weighing more than this will be safely moved and carried by 2 or more people.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work will be performed both indoors and outdoors throughout all seasons, sometimes in inclement weather.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Exposure to cleaning chemicals and other substances is unavoidable, and employees must be familiar with safe handling requirements and able to read labels. Work will include both indoor and outdoor activities. St. Philip Catholic Church is a smoke-free campus.

How to Apply

Please complete the application and resume on [Paylocity here](#)