

Facilities Team Leader – Full Time
The Province of St. Joseph of the Capuchin Order – Detroit Ministries

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Facilities Team Leader who will be responsible for the HVAC, lighting, electrical, plumbing, security, custodial and grounds maintenance.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Incorporate Facilities and Grounds planning and management with the mission of The Province of St. Joseph
- Responsible to immediately respond to emergencies including building security notifications
- Maintains effective communication with local ministers and ministry managers and directors
- Demonstrated Project Management skills ensuring repair, construction and relocation projects run smoothly in agreed upon timelines and costs related to estimate and budget
- Responsible to respond quickly to all Detroit based ministry maintenance requests
- Participate in the selection and oversee the performance, scheduling and workmanship of contractors in coordination of maintenance director
- Maintain a current understanding of state, federal, local and insurance company requirements, regulations and laws
- Ensures that work is performed according to Occupations Safety & Health Act (OSHA) standards and requirements.
- Assist in the development of a comprehensive safety plan for Detroit ministries
- Identify safety and security issues and suggest possible solutions and alternatives in conjunctions with Director of Facilities
- Provide a daily walk through of the property checking for cleanliness, building damage or vandalism, and review property for needed repairs
- Perform secondary repairs and maintenance duties, including painting, rough carpentry, basic plumbing and electrical work
- Conduct an annual assessment of facilities and grounds to identify needed improvements and repairs in coordination with Director of Facilities
- Be available 24/7 via phone and/or pager
- Ability to work a flexible work schedule that will include weekend hours (5 day work schedule from Monday through Sunday)

Qualifications:

- The preferred education and experience level for this position is a 4-year Bachelors degree in an applicable field OR related experience
- Minimum 4 years experience required in Facilities/Maintenance

- Preferred 1 year experience in a non-profit work environment
- Experience negotiating contracts, reviewing bids and working with contractors
- Experience in all phases of new construction, building, remodeling and renovation
- Required to lift or move up to 50 lbs
- Able to work in all elements associated with working inside and outside buildings year round
- Working knowledge of Microsoft Software Suite

Interested candidates can apply in any of the follow 2 ways:

- Submit letter of interest and resume to:**
1. employment@thecapuchins.org Include Facilities Team Leader in the subject line.

(Or)

2. Attention: Human Resources
Facilities Team Leader
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207