

Director, Facilities and Grounds
The Province of St. Joseph of the Capuchin Order

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 Director, Facilities and Grounds will provide proactive facilities planning, maintenance, leadership and oversight while coordinating the workflow of assigned staff to ensure projects and repairs are completed in a timely and quality manner. The Director will also manage various construction projects from start to finish, ensuring that schedules and budgets are followed.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and maintain a preventative maintenance program for all buildings, systems and equipment to ensure uninterrupted service
- Responsible for maintenance and retention of all records regarding buildings, services, construction, maintenance, inspections and security
- Ensure emergency building situations are responded to and addressed in a timely manner
- Following Province guidelines, consult with contractors, vendors, research and estimate costs of facilities and grounds projects and services including costs for labor, equipment, and materials; secure bids and make Ministry Director and Guardians aware of projects updates
- Train and supervise maintenance staff including scheduling and paid time off
- Develop and maintain an understanding of and comply with all applicable safety, insurance requirements, ordinances, laws and regulations
- Collaborate with Ministry Directors and Guardians to ensure facility needs and repairs are quickly resolved, and developing long term goals and plans
- Manage improvement and construction projects from start to finish ensuring Ministry Directors and Guardians are consulted with, understand and approve plans for each phase
- Work with Ministry Directors and Guardians to develop annual and long-term budget for both routine maintenance and planned improvements, review financial reports for compliance
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Bachelors degree in related field, 5 yrs. Supervisory exp that includes technical, managerial and budgetary responsibilities OR combination of education and experience, Project Mgt exp, 5 yrs. experience in facilities, buildings and grounds or construction work, knowledge of building maintenance, building systems, landscaping maintenance, construction, design, renovation, ability to create and execute a budget, travel locally, evaluate bids

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Submit letter of interest and resume to:

employment@thecapuchins.org Include Director, Facilities and Grounds in the subject line.

(Or)

2. Attention: Human Resources
Re: Director, Facilities and Grounds
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215