

**Facilities Engineering Supervisor**  
**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 Facilities Engineering Supervisor will be responsible for the day to day operations of the Facilities Department with regard to repairs and preventative maintenance. This position will work with key department personnel to ensure buildings are properly maintained to provide hospitality to guests, volunteers and employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Supervise Maintenance Workers including managing time, assigning tasks and training
- Coordinate Work Order process including prioritizing and scheduling requests
- Responsible for developing and implementing Preventative Maintenance (PM) program(s) ensuring schedule is created and followed
- Maintain inventory of needed parts, tools and supplies; create special orders when needed
- Ensure inspection findings related to facilities department are completed on time, maintain compliance with local ordinances and standards
- Collaborate with Director, Facilities to manage maintenance projects
- Work alongside Maintenance Workers to support repairs and PM
- Maintain records of equipment PM, repairs and change-outs
- Troubleshoot mechanical issues
- Comply with Province and ministry policies, procedures, guidelines and standards.

**QUALIFICATIONS:** High school diploma or equivalent, Michigan HVAC/R certificate or license, general knowledge of carpentry, plumbing and electrical systems, 10 years' experience in building operations or maintenance, 2 years' experience in supervision of maintenance team, ability to use hand and power tools, lift an move up to 50 pounds, work a flexible schedule including weekends and holidays when needed, travel locally read building plans and blue prints, electrical schematics and piping system diagrams; knowledge of preventative maintenance practices, safe work practices, and industrial and residential building systems. Effective Microsoft Office, communication, problem solving, interpersonal and organizational skills

Please send resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org), include Facilities Engineering Supervisor in the subject line.

Or mail to:       Attention: Human Resources  
                      Facilities Engineering Supervisor  
                      The Province of St. Joseph of the Capuchin Order  
                      4390 Conner, Detroit, MI 48215