

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER  
CAPUCHIN RETREAT CENTER - FACILITIES MANAGER

Reports To: Administrator  
Date: 12/10

Department: Facilities  
FLSA: Exempt

POSITION SUMMARY

This position is responsible for maintaining the interior and exterior of Capuchin Retreat and St. Crispin Friary to assure the safety and comfort of users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Responsible to develop and maintain a preventive maintenance program for facilities including: heating, air conditioning, maintenance and repair of buildings and equipment.
- As a “hands on” position, this position requires the ability to effectively work on projects before utilizing outside contractors.
- Create and maintain schedules and records of all preventive maintenance and document all equipment repairs.
- Establish a system of priorities for work and repairs known and acceptable to Administrator.
- Develop and maintain an understanding of and records for all state, federal, local and insurance company facility requirements, regulations and laws.
- Working with the Director and Administrator, prepare an annual budget to maintain facilities and utilities to appropriate levels.
- Participate in the selection and over see the performance, scheduling and workmanship of contractors.
- Obtain and evaluate bids for services for appropriateness based on established priorities the needs of the Center.
- Represent the Center on all matters within the realm of areas of responsibility.
- Support the planning and facilitation of construction to assure the safe and continuous achievement of the Center missions and services.
- Conduct an annual assessment of facilities and grounds to identify needed improvements and repairs.
- Coordinates and oversees building safety and security issues.
- Manage and evaluate employees who work in areas of responsibility.
- Comply with Province and ministry policies, procedures, guidelines and standards.

DIRECT REPORTS: Maintenance Worker

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of and ability in basic electrical, plumbing and facility maintenance skills.
- Ability to use various electric and hand tools.
- Demonstrated understanding of the management of preventive, corrective and predictive maintenance.
- Demonstrated understanding of safety and security requirements and issues.
- Ability to work independently

KNOWLEDGE, SKILLS AND ABILITIES continued

- Able to calculate figures and apply math concepts.
- Ability to successfully manage, prioritize and organize several tasks simultaneously
- Professional demeanor and appearance
- Basic computer skills including : Microsoft Word and Excel
- Effective time management, problem solving, interpersonal and verbal and written communication skills

#### EDUCATION, TRAINING AND EXPERIENCE

- Minimum of five years progressive experience in facility management including managing responsibilities at the supervisory level, or a combination of a bachelors degree in a related field plus experience.
- Previous experience negotiating contracts, working with contractors and reviewing bids.
- Minimum two years experience in a non-profit work environment
- Previous experience in all phases of new construction and building remodeling and renovation.

#### WORKING CONDITIONS

- May be required to stand, walk, use hands and fingers, handle or feel objects, tools, or controls, reach with hands or arms, climb or balance, stoop, bend, kneel, crouch or crawl
- The employee may be required to lift or move up to 50 lbs.
- This position will require that the employee be able to work inside and outside buildings. Employees will be subjected to all elements associated with working inside and outside buildings year-round.
- May occasionally be exposed to and use various chemicals.
- Local travel will be required.
- Maintain a clean and safe work environment.