

Facilities Manager – Capuchin Retreat, Washington, MI
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 sisterbrotherhood 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 Manager at the Capuchin Retreat in Washington, Michigan.

Essential Duties and Tasks include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and maintain a preventive maintenance program for all Capuchin Retreat facilities
- Create and maintain schedules and records of all preventive maintenance and document all equipment repairs.
- Work with Administrator to establish priorities for repairs and maintenance, retreat setups etc.
- Develop and maintain records for all federal, state, local and insurance company regulations, laws and inspection requirements.
- Be available by cell phone 24/7 to facilitate coverage in case of emergencies
- Oversee and represent the Capuchin Retreat regarding all matters regarding facilities maintenance, safety and security
- Working with the Director and Administrator to prepare an annual budget to maintain facilities and utilities
- Obtain and evaluate bids, participate in the selection of and oversee the performance, scheduling and workmanship of contractors
- Support the planning and facilitation of construction Conduct an annual assessment of all facilities and grounds to identify needed improvements and repairs
- Assist housekeeping with development of annual schedule for joint cleaning projects
- Manage and evaluate employee(s) who work in Facilities department

Qualifications: The desired education and experience level for this position are High School Diploma; minimum 4 years of maintenance/mechanical experience; Experience negotiating contracts, all phases of new construction and building remodeling/renovation preferred; Experience with inspections such as MiOSHA, boilers, water department, fire department. Must be able to demonstrate basic electrical, plumbing, carpentry and facility maintenance. Ability to use: power tools, hand tools, zero turn mower, plow truck, chain saw. Knowledge of local, state and federal ordinances and laws, basic computer skills including Microsoft Office.

Hours are varying Monday through Sunday / 40 hours a week

Please send letter of interest and resume to: employment@thecapuchins.org . Please include Facilities Manager in the subject line.

Or mail to: Attention: Human Resources

Facilities Manager
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207