

Maintenance Manager
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 Maintenance Manager will work with staff to ensure buildings are effectively maintained. This position will work to ensure the ministries of the Province are able to provide hospitality to all safely and without interruption due to building or security concerns.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and implement a preventative maintenance schedule program for facilities, vehicles and equipment to ensure uninterrupted service
- Supervise and assist facilities staff in cleaning, groundskeeping, repairs and preventative maintenance duties including painting, drywall, rough carpentry, basic plumbing and electrical work, ensuring all tasks are completed
- Ensure emergency building situations are responded to and addressed in a timely manner
- Responsible for maintenance and retention of all records regarding buildings, services, insurance, construction, maintenance, inspections and security
- Ensure all necessary permits and licenses are attained and maintained
- Work with Ministry Director and Guardian in development of annual budget
- Train and supervise maintenance staff including scheduling and paid time off
- Collaborate with Ministry Directors and Guardians to ensure facility needs and repairs are quickly resolved
- Responsible for ensuring safety and security at all Milwaukee sites including identifying safety and security issues and suggesting possible solutions or alternatives
- Coordinate facility set-up and arrangements for ministry programs and activities
- Work with staff and volunteers to develop a comfortable, hospitable and supportive environment for guests
- Acquire and evaluate bids and enter into contracts for security, maintenance and renovation projects overseeing performance, workmanship and scheduling of contractors
- Collaborate with Volunteer Coordinator to integrate and assist volunteers in work assignments related to facilities

Qualifications: High School Diploma or equivalent, 5 years' experience in building and grounds maintenance and supervision; knowledge of preventative maintenance concepts and ability to perform repairs and maintenance work; familiarity of HVAC and boiler systems, maintenance and controls, ability to effectively use power/ hand tools, climb ladders and work at heights safely; knowledge of local ordinances and OSHA regulations, ability to lift and move up to 50 pounds, travel locally and work a flexible schedule including weekends and holidays

Review of resumes will begin immediately.

Interested candidates can apply by:

Submit letter of interest and resume to:

2. employment@thecapuchins.org Include Maintenance Manager in the subject line.

(Or)

3. Attention: Human Resources
Re: Maintenance Manager
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, MI 48215

Interested employees may apply using an internal application, available from Human Resources or by sending an email to employment@thecapuchins.org