

Maintenance Worker
The Province of St. Joseph of the Capuchin Order
Detroit, MI

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 Province of St. Joseph is a religious community who serves God through the good work they do through their many programs. This Maintenance Worker is responsible for performing maintenance duties to ensure the proper repair and maintenance of buildings, facilities, small machines and equipment in all areas of our Detroit sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Responsible for performing preventive maintenance for facilities including: heating, air conditioning, maintenance and repair of buildings and equipment.
- Responsible to immediately respond to emergencies including building security notifications
- Perform repairs and maintenance duties including painting, rough carpentry, basic plumbing, electrical work
- Document preventative maintenance and equipment repairs
- Oversee required facilities inspections
- Identify safety and security issues and suggest possible solutions and alternatives.
- Be available to assist in all Province activities
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, 2 years building maintenance experience. Knowledge and ability in basic general trade building skills sufficient to perform secondary repairs and maintenance work, knowledge of preventative maintenance concepts and ability to perform repairs and maintenance work; familiar with HVAC, boiler systems, maintenance and controls, mechanically adept, able to use power and hand tools including drills, hammers, saws, wrenches etc. ability to climb ladders and work at heights safely, able to drive forklift and attain certificate, able to work independently

Review of resumes and applications will begin immediately.

Interested candidates may apply in the following ways:

1. Submit letter of interest and resume to:
employment@thecapuchins.org Include Maintenance in the subject line
2. Send resume by mail to:
Attention: Human Resources
Re: Maintenance
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215

Internal candidates may apply by completing an internal application (available from their supervisor) or by sending a resume to employment@thecapuchins.org