

Maintenance Worker
The Province of St. Joseph, 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.

This position is responsible for performing maintenance duties to ensure proper repair and maintenance of facilities, small machines and equipment in all areas of our Detroit sites.

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
 - Work with Director of Facilities to establish priorities for repairs and maintenance
 - Respond to emergencies including building security notifications
 - Trouble shoot and perform secondary repairs and maintenance duties including painting, rough carpentry, basic plumbing, electrical work
 - Work with Director of Facilities to obtain bids and participate in selection of and supervise the performance, scheduling and workmanship of contractors
 - Assist in supporting the planning and facilitation of construction
 - Document preventative maintenance and equipment repairs
 - Supervise facility inspections
 - Maintain knowledge of how to repair equipment
 - Identify safety and security issues and suggest possible solutions and alternatives.
 - Set-up for events in dining room and conference rooms
 - Maintain a clean and safe work environment
 - Comply with Province and ministry policies, procedures, guidelines and standards.
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- **Qualifications:** H.S. diploma/ GED; 2 yrs. exp in bldg maint.; drivers license; ability to perform secondary repairs & maint. work; able to use power/hand tools; knowledge of MiOSHA standards, laws, inspection requirements & insurance co. regs.; predictive/preventative maint.; ability to calculate figures/ apply math concepts; basic Microsoft Office skills; drive a forklift & attain certificate within 6 mo.

Schedule: Must be able to work a flexible schedule including weekends and evenings.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.
OR Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Maintenance Worker in the subject.
3. Attention: Human Resources
Maintenance Worker
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, MI 48215-2254