

Director of Maintenance

Provide maintenance leadership to the facility and grounds through organizing, planning and implementing programs that will support preventative and corrective maintenance and continuous improvement.

The successful candidate must be able to:

- Work and as needed, prioritize, delegate, supervise, and instruct as needed the maintenance staff in areas such as plumbing, electrical, carpentry and HVAC.
- Prioritize emergency, corrective and preventive maintenance work
- Perform daily, weekly and monthly, and yearly building inspections with attention to detail to identify necessary repairs.
- Develop routine systems to ensure constant monitoring of problem areas.
- Be responsible for budgeting and purchasing of maintenance department.
- Develop long and short range maintenance plans.
- Assist with planning and implementation of capital projects.
- Oversee vendor activities that include the scheduling of repair and maintenance needs as required; closely monitor progress to ensure quality of work.
- Manage life/fire safety systems and emergency protocols including maintenance and function of all fire safety equipment.
- Oversee building security.
- Work as a team with the custodial department/supervisor.
- Communicate well including the ability to provide clear and concise details regarding building issues.
- Perform tasks with tools, ladders, and lifts in a safe and effective manner.

Qualifications include: Minimum 5 years' experience in general maintenance including supervisory experience. High School Diploma or equivalent required. College degree or other training desired. Also must be:

- Flexible to changing priorities and conditions. Especially taking care of off hours emergency situations.
- Able to demonstrate initiative and creativity.
- Organized and able to multi-task.
- Able to communicate clearly and effectively both verbally and in writing, utilizing Microsoft Excel and Word.
- Technology proficient.
- Strong problem solver with good interpersonal skills.
- Team player.
- Self-reflective, open to feedback, and committed to continuously improving.
- Proven ability to meet and complete multiple deadlines and tasks.
- Work independently with a high degree of initiative and as part of a team as required.
- Practicing Catholic

Send cover letter and resume to jobopenings@stm-church.com