

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER

MAINTENANCE WORKER - PROVINCIALATE

Reports To: Friary Manager  
Date: 03/08

Department: Facilities  
FLSA: Non exempt

POSITION SUMMARY

This position is responsible to perform semi- skilled grounds keeping/maintenance duties to ensure the proper repair and maintenance of buildings, facilities, small machines and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Responsible to develop and maintain a preventive maintenance program for facilities including: heating, air conditioning, maintenance and repair of buildings and equipment.
- Responsible to keep materials needed for routine maintenance in supply
- Perform secondary repairs and maintenance duties including painting, rough carpentry, basic plumbing, electrical work, painting and varnishing.
- Create and maintain schedules and records of all preventive maintenance and document all equipment repairs.
- Participate with the local minister and Friary Manager in the selection and over see the performance, scheduling and workmanship of contractors.
- Obtain and evaluate bids for services for appropriateness based on the needs of St. Fidelis.
- Conduct an annual assessment of facilities and grounds to identify needed improvements and repairs.
- Coordinates and oversees building safety and security issues.
- Responsible to regularly take recycling materials to recycle center.
- Responsible for maintaining fleet of cars
- Perform worked based on priorities established in conjunction with Friary Manager.
- Identify safety and security issues and suggest possible solutions or alternatives.
- Use safety precautions in all work.
- Comply with Province and ministry policies, procedures, guidelines and standards.

DIRECT REPORTS: None

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability with basic general trade building skills sufficient to perform secondary repairs and maintenance work.
- Mechanically adept
- Able to use power and hand tools not limited to drills, hammers, saws, wrenches, and wire strippers
- Ability to climb ladders and work at heights safely.
- Ability to work independently
- Professional demeanor and appearance
- Maintain a good driving record without violation

- Excellent time management, and verbal and written communication skills

#### EDUCATION, TRAINING AND EXPERIENCE

- High school diploma or GED
- 2 years experience in building maintenance

#### WORKING CONDITIONS

- May be required to stand, walk, use hands and fingers, handle or feel objects, tools, or controls, reach with hands or arms, climb or balance, stoop, bend, kneel, crouch or crawl
- The employee may be required to lift, carry or move up to 50 lbs.
- This position will require that the employee be able to work inside and outside buildings. Employee will be subjected to all elements associated with working inside and outside buildings year-round.
- May occasionally be exposed to and use various chemicals.
- Maintain a clean and safe work environment.

Typical work week: 30-40 hours/week, M-F, 8am – 4pm with occasional Saturdays and Sundays to clear snow as needed.

The review of resumes will begin immediately.

Please send letter of interest and resume to:

[employment@thecapuchins.org](mailto:employment@thecapuchins.org)

Please include “Maintenance Worker” in the subject line.

Or mail to: Attention: Human Resources

The Province of St. Joseph of the Capuchin Order

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