Maintenance Worker – St. Fidelis Friary, Appleton, Wisconsin
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.

POSITION SUMMARY

St. Fidelis Friary is part of the Capuchin Province of St. Joseph. It is home to many of our Capuchin Friars in retirement. This position is responsible for semi- skilled grounds keeping/maintenance duties to ensure the proper repair and maintenance of buildings, facilities, landscaping, and 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 for keeping 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 of and to oversee 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 identifying issues and suggesting possible solutions to Friary Manager
- Responsible for regularly taking recycling materials to recycle center.
- Responsible for maintaining fleet of cars
- Perform work based on priorities established in conjunction with Friary Manager.
- Follow Wisconsin OSHA guidelines
- Ensure grounds are neat and safe by mowing, and removing snow as needed.
- Comply with Province and ministry policies, procedures, guidelines and standards.

- **Qualifications:** High School diploma or GED, 2 years of experience in building maintenance, Knowledge and mechanical ability to conduct basic general trade secondary repairs and maintenance work to buildings, cars and machinery, Able to be available for emergencies or to remove snow during off hours, Able to effectively and safely use power and hand tools not limited to drills, hammers, saws, wrenches, and wire stripers, Ability to climb ladders and work at heights safely, Effective interpersonal, time management, communication, MS Office and organizational skills., to be welcoming and professional and to travel locally.

Review of resumes and applications will begin immediately.

Interested candidates can apply by submitting letter of interest and resume to:
employment@thecapuchins.org Include Maintenance Worker in the subject line.

Internal candidates may apply by sending an internal application, available from Human Resources, to employment@thecapuchins.org