**Maintenance Manager, St. Francis Center**

**Province of St. Joseph of the Capuchin Order - Milwaukee**

*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 of the Capuchin Order is currently seeking a full-time Maintenance Manager at the St. Francis Center is Milwaukee. This position is responsible for coordinating and performing routine maintenance activities that ensure a clean, safe, and efficient environment for the day-to-day operation of the St. Francis Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order Mission, Vision and Values
* Performs routine visual inspections of the building and grounds and maintenance equipment to identify current or potential future maintenance, cleanliness or safety problems. Notifying Maintenance Director of any issues or concerns and take action to resolve them.
* Performs routine inspection and maintenance of all mechanical systems on the property. These include but are not limited to boilers, air conditioners, lighting, plumbing, etc. Reporting major issues to Facilities Manager
* Annually scheduling and overseeing the inspection of specialty systems; reporting problems to Facilities Manager
* Special projects and tasks as assigned
* Works with volunteers assigning tasks and creating welcoming environment
* Uses appropriate safety precautions in all work.
* Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** High School diploma or GED, 2 years of building maintenance experience**,** basic knowledge of boilers and heating equipment, able to use power and hand tools, able to work at heights safely, good verbal and written communication skills, able to work a flexible schedule including some nights and weekends

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 Manager” in the subject line.

Or mail to:

Attention: Human Resources

Maintenance Manager

The Province of St. Joseph of the Capuchin Order

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