Maintenance Manager

The Sisters of St. Joseph of Carondelet, a non-profit organization of religious women, have an immediate open position for a **Facilities Manager**. The facility, Carondelet Center, is a 3 winged building which houses retired sisters, administrative offices and a space for functions and gatherings of the Sisters.

The Facilities Manager will assume administrative authority, responsibility and accountability of managing the property and maintenance department. The primary responsibilities include: to supervise, organize, evaluate and direct the maintenance department and its employees, programs and activities; to interact with and oversee vendor/contractors to ensure that goods/services are provided in accordance with contracts/work orders; to provide planned, preventive and emergency maintenance services, and to comply with federal and state regulatory rules and regulations. It is important that the person is able to be hands and a Manager. Troubleshooting AC, Boiler and Plumbing problems in aging buildings is an important and needed ability.

This position reports to the Carondelet Center Administrator and communicates regularly with her/him on current situations, makes recommendations, participates in the implementation of a preventive maintenance plan. This person is on call to cover evenings, weekends and emergency situations. Responsible for the preparations of a 5-10 year facilities, grounds and environmental capital improvement plan for Carondelet Center. Approves in dialog with the Administrator all expenses incurred as related to the annually approved budget. Keeps abreast of changes in the Consumer Price Index (CPI) as it relates to property maintenance resource utilization.

This is an exempt position.

Physical demands; Work involves some exposure to unusual elements such as extreme temperatures, toxic chemicals, bio-hazard materials, dust, dirt, smoke and/or loud noises. To perform the duties of this job, the individual must have no long-term physical or mental impairments that substantially limit a major life activity. The individual must be able to lift

and/or move up to 50 pounds and lift and/or move up to 100 pounds; be able to walk distances, climb the hillside surrounding the property, attic areas and tunnel spaces and the ability to do normal maintenance duties.

**QUALIFICATIONS**

**Education:**

Bachelor’s degree or Associate degree from an accredited institution in engineering, industrial management, construction management or a related field with five years’ work experience and increased responsibility in facilities/housing management or a related field.

OR -At least 10 years on the job experience in a property management and/or facility maintenance operations with increased responsibility in facilities/housing management.

**Experience:**

Experience in effectively and efficiently managing personnel, including hiring, training, supervising and evaluating.

Must have the ability to read and interpret blueprints. Must have knowledge in current California building codes and safety regulations.

Possess strong comprehension and oral/written communication skills.

Knowledge and experience of boilers and steam heat compressors, generators, air conditioning systems as well as various mechanical, electrical and plumbing systems both institutional and household.

Possess the ability to understand budgeting, cash flow management, forecasting, and financial control as it pertains to the maintenance functions of Carondelet Center.

Person must be able to solve practical problems, multi-task, deal with complex variables, handle a diversity of tasks and apply them to abnormal situations, and be able to distinguish a problem that can be solved in-house from one which requires an outside vendor.