



Job Description

Job Title: Maintenance Manager

Date Revised: 7/01/2021

Reports to: Office Ambassador

Job Classification: Non -Exempt

Job Summary: Responsible for the operation, repair, maintenance, and construction of facilities, equipment, building, vehicles and grounds of St. Monica's. Must perform all interactions with clients and staff in a trauma informed manner; abide by HIPAA and 42CFR confidentiality requirements in all interactions with businesses, family members, friends of clients, and other agencies and the general public.

Duties:

1. Responsible for maintenance of all facilities (interior and exterior), including land property (mowing, landscaping, and snow removal)
2. Coordinates and documents inspections to meet regularity and licensure standards on fire equipment, fire escapes, health inspections, and any other required inspections. Researches and makes recommendations for improvement of property or safety procedures
3. Repairs and problem solves all facility requests for repair, upkeep and maintenance, maintains records of requests and repairs
4. Coordinates facility requests and maintenance schedules with Residential Managers.
5. Maintains proper documentation for all work completed at each facility
6. Oversees all work done on facilities by outside contractors (to assure quality and completion), and submits appropriate paperwork to Finance Department for timely payment
7. Researches community resources for the most economical products and/or services for facility needs. Works with Leadership to secure appropriate volunteers for facility and yard maintenance
8. Provides ongoing and most current status of facility conditions to Leadership team at least monthly
9. Works with Leadership and Finance Departments on the preparation of data and status of facility needs for grant and funding applications
10. Works with program staff to schedule routine vehicle maintenance (oil change, tune-up, etc.) and coordinates repairs as needed. Works with garages to assure appropriate repair is completed
11. Maintains appropriate safety equipment/supplies in each agency vehicle
12. Serves as a member of the Health & Safety Committee; Attends quarterly meetings ensures facility inspections are performed per policy



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13. Must have reliable transportation for daily in-town travel
14. Supervises and coordinates work with any volunteers working on property or grounds improvement
15. Complete all monthly and annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements
16. Attend at least two training sessions per year on cultural competency
17. Performs other duties as assigned by management

Qualifications: High School diploma, GED, or equivalent certification; experience and skill in household and land maintenance and repair, including heating and cooling systems, appliances, and basic structural status; knowledge of local contractors and services; strong communication skills in working with facility and administrative staff and outside contractors; ability to independently problem solve and follow through with necessary facility repair; ability to lift up to 80 pounds occasionally; possess a valid driver's license; strong organizational, interpersonal, written, and verbal communication skills; ability to perform comfortably in a fast-paced, deadline-oriented work environment; ability to successfully execute many complex tasks simultaneously; and ability to work as a team member, as well as independently. Knowledge of safety and health codes preferred.

Employee

Date

Supervisor

Date