



JOB DESCRIPTION

Job Title: Maintenance Manager

Main Function:

Acts as a working supervisor in managing maintenance personnel and resources for buildings and facilities. Oversees and performs general maintenance work.

ESSENTIAL FUNCTIONS

1. Assist in assuring that the Sisters of the Holy Cross Mission is carried out in all department activities.
2. Work with Division Director to develop a yearly divisional operation plan including preventative maintenance. Assists Division Director to develop a yearly divisional budget.
3. Assure that department operation reflects good stewardship.
4. Maintain appropriate records.
5. Communicate all appropriate information to those who need to know.
6. Conduct performance appraisals within appropriate time frame.
7. Interview and recommend prospective employees.
8. Assure development and job skill education for department employees.

Job Specific Responsibilities

1. Responsible for coordinating and performing general maintenance of buildings and facilities.
2. Develop and implement policies and procedures for operation and protection of facilities and incorporate into existing policies and procedures.
3. Incorporate energy saving measures and environmentally friendly methodology.
4. Participate in the determination of priorities for enhancement, repair and modification of building facilities and equipment.
5. Assist in the development of plans for enhancement of facilities as well as ongoing preventive maintenance.
6. Solicit proposals and/or bids from providers where appropriate and make recommendations.
7. Monitor department budget including recommending proposals, justifying expenses, and approving expenditures.
8. Responsible for all personnel reporting to the position. Follows Sisters of the Holy Cross policies and procedures. Duties include but are not limited to hiring new staff members, overseeing progress, conducting timely performance evaluations, scheduling employees to meet the needs of the department and the facility.
9. Make work assignments and coordinate multiple facility-related activities where appropriate. Uses work order system to assign and complete work.
10. Establish and monitor all departmental work procedures and standards and assures compliance with local, state and federal regulations relevant to the area.
11. Knowledgeable of and able to apply codes, regulations, permits, certifications, etc.
12. Ensure a safe work environment. Assists Division Director with safety related objectives and trainings as needed.
13. Maintain processes to prioritize work requests and preventive maintenance system.

MINIMUM QUALIFICATIONS

Education

High School Diploma or GED required. BS/BA preferred. Degree may offset a portion of the required experience.

Experience

Requires 3 years of relevant experience with proven supervisory abilities and knowledge of and ability to apply codes and regulations pertinent to property management.

Supervision

Supervises non-exempt employees.

Budget Responsibility

Responsible for projecting, managing and monitoring department budget; has authority to sign-off on approved budget items within the department.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.