



## Maintenance Manager

The Maintenance Manager is a full-time (exempt) member of the Claggett Center staff and leadership team and reports to the Executive Director (Integrator). The Maintenance Manager shall further the mission of the Claggett Center through the execution of department leadership, preventive maintenance, capital improvements, and the daily operations of the facilities and property, including, but not limited to:

### 1. DEPARTMENT LEADERSHIP (50%)

- a. Be accountable for the quality, efficiency, and accuracy of the work of the maintenance department.
- b. Recruit, train, and supervise maintenance staff, including assigning and delegating duties, mentoring staff, and conducting annual performance evaluations.
- c. Respond to concerns and grievances from direct reports. Keep Executive Director or Human Resources department apprised of employee concerns. Make recommendations regarding maintenance department personnel matters.
- d. Ensure the safety of the maintenance department and facilities for workplace and guest use by maintaining working knowledge of industry standards regarding safety and security. Monitor all relevant legal and regulatory compliance and make recommendations to the Executive Director regarding safety and security.
- e. Serve in an on-call capacity to respond to incidental problems with the facilities or for extended weather-related emergencies.
- f. Monitor, prioritize, and schedule tasks utilizing the Upkeep work order system and Metasys HVAC system.
- g. Monitor and coordinate staff response to snow and other weather-related events and participate in the removal of snow.
- h. Conduct an annual facilities and grounds review.
- i. Assist with the development and monitoring of the maintenance budget. Manage project, staff, and equipment expenses, and keep financial records for department spending.
- j. Convene regular L-10 meetings for the maintenance department and utilize other EOS tools for department organization.
- k. Coordinate and supervise maintenance contractors to ensure high quality and efficient work.
- l. Monitor supply inventory, collaborate, and place orders as necessary
- m. Supervise and direct the progress of capital improvement projects.
- n. Represent the maintenance department in relevant Claggett meetings.

### 2. MAINTENANCE TASKS (40%)

- a. Assist with the maintenance of site landscaping and grounds care and upkeep, including mowing, weeding, blowing, leaf and stick removal, etc.
- b. Oversee the safety and readiness of Claggett's trail system and waterfront access
- c. Operate hand tools, such as loppers, blowers, and shovels efficiently.
- d. Operate trucks, lawn implements, equipment, and power tools.
- e. Safely utilize insecticides, fertilizers and chemical sprays.
- a. Participate in buildings care and upkeep, including painting, changing filters, checking batteries, and monitoring vehicle fluids
- b. Serve as certified pool operator and maintain pool chemicals and safety.

### 3. ORGANIZATIONAL LEADERSHIP (10%)

- a. Serve as a member of the Claggett Leadership Team. Attend and participate in all relevant leadership meetings, including weekly, quarterly, and annual sessions.
- b. Participate in professional development of relevant trade and management skills.
- c. Participate in various training programs including, but not limited to CPR, first aid, and child abuse awareness and prevention.
- d. Fill in for or assist other Claggett Center departments as necessary

## **Qualifications & Requirements**

The ideal candidate will have sufficient experience in maintenance in a commercial workplace, and/or equivalent trade experience, to provide leadership of the maintenance department. A proven track record of skills in various trades, such as carpentry, electrical, HVAC, plumbing, and/or landscaping, is required. Additional qualifications include the following:

1. Proficient with sending emails and managing a digital work order system.
2. Proficient in using manual and power tools safely.
3. Free from allergies that interfere with maintenance and groundskeeper duties.
4. Physically agile and dexterous--able to lift and move at least 75 lbs., capable of climbing ladders, and able to work for extended periods in confined spaces and ergonomically challenging positions.
5. Willingness and availability to work flexible hours, evenings, and weekends, as necessary.
6. Willingness to work outdoors in hot, cold, and wet conditions.
7. Self-starter that can work both independently and collaboratively.
8. Work efficiently, moving from one task to the next with minimal wasted effort.
9. Courteous, approachable, and responsive demeanor when working with the public.
10. Dependable, professional behavior and ability to be on time for shifts assigned and coordinate emergency coverage.
11. Discretion and the ability to maintain the integrity of sensitive and confidential information.
12. Comfortable working in a faith-based community.
13. Valid driver's license and reliable transportation.
14. Willingness and availability to work flexible hours, evenings, and weekends as necessary.

## **Compensation**

The Claggett Center offers a competitive compensation package that reflects your experiences and contributions. The expected salary range for fully qualified candidates applying for this role is \$60,000 to \$70,000. This range is what the Company reasonably expects to offer for the position and is not reflective of the full compensation scale of the role. This range may be modified in the future. An individual's salary within the range is based on multiple factors, which may include and are not limited to education, relevant experience, knowledge and length of industry experience.