**Director of Maintenance – Holy Spirit Parish**

|  |  |
| --- | --- |
| **Job title:** | Director of Maintenance |
| **Location:** | Holy Spirit Parish – Grand Rapids, Michigan |
| **Reports to:** | Pastor |
| **Terms:** | Permanent Full Time |
| **Salary/rate:** | Commensurate with experience |
| **Mission:** | Love God…Serve Others…Grow Disciples! |
| **Requirements:** | Knowledge / Moderate Skill level in Building Trades and practices. Ability to Project Manage maintenance and operations of the campus. Education in the Building Trades, and / or Project Management. Knowledge of building maintenance and supplies a plus. |

|  |  |
| --- | --- |
| **About us:** | Holy Spirit is a dynamic ”Facility of Faith” on a Campus containing:    -Church and Community Center, with attached Administrative offices.  -Rectory with living quarters and multiple residents.  -School with Classes from Y5 through 8th Grade, Administrative offices, larger activity rooms, Cafeteria, and Gym.  -The CDC – Child Development Center which supports daily activities of pre-school and Day Care. |
| **About the role:** | This position involves Preventative, Planning, and Responsive skill sets to address the existing buildings, Campus grounds, the regular maintenance of equipment, and responsive ability to any given situation arising on the Campus.  This responsiveness may be regarding equipment malfunction, weather, and/or Staff abilities to perform their tasks, and usage of equipment.  Ability in building trades is a must, however not expert in any.  Ability to communicate during, and through emergency situations is required, for solutions that maintain Campus and Staff function ability. |
| **Responsibilities:** | * Develop and maintain daily building operations and maintenance, managing the existing buildings, and future possible expansion of buildings, systems, security, and climate. * Knowledge and hands on in Plumbing, HVAC, and Electrical systems. * Awareness of, and operation of Digital Control systems for above. * Operating Knowledge of Boiler systems, w/ regards to maintenance, basic repair, and communicative ability with Contractors. * Operation and procurement of Security systems, Cameras and Door Access programming. * Supervise and assist Custodial staff in daily operations, and supplies. * Contribute to Campus Staff through relations with Parish Pastor and Priests, Parish Office Administrator, School Principal, Vice Principal & School Staff, and CDC Director & staff. |
| **Candidate requirements:** | * Experience of performing or managing Building Trades. * Able to manage staff or team of 2–4 people. * Interrelationship abilities to handle multiple daily adjustments in task during any given day. * On Call responsiveness to Building and Campus issues during off hours. |

**Contact us to apply**

This position is a very active and fulfilling role at Holy Spirit Parish and we would love for you to be a part of it.

Submit resume and information to the Office Administrator Kate Muir at kmuir@hsparish.org