



MAINTENANCE MANAGER

Pioneer Memorial Church is seeking a Maintenance Manager to strategically identify and ensure appropriate and timely action is taken to meet the maintenance needs of the Church building, facilities, and grounds through a prioritized plan of work, which allows for quick response to critical needs.

The Maintenance Manager will lead the member relationship as it relates to daily, weekly, periodic, and annual maintenance events so as to help guests and members maximize their safe and effective enjoyment of church facilities.

WHAT YOU'LL DO:

- Lead and manage the maintenance operations of the church facilities by identifying requirements, forecasting resources, and ensuring the completion of tasks
- Protect church staff, worshippers, and visitors by maintaining a safe church environment
- Actively manage the lifetime value of individuals by ensuring church facilities are always guest ready: including grounds, sidewalks, walkways, lobby, reception and common areas
- Provide water, heat, and conditioned air, and install, or modify, and maintain utility systems and building components
- Design, implement, and modify preventive maintenance programs to conform with operational standards
- Ensure proper church environment and continuous improvement by determining work priorities; scheduling staff; scheduling repairs, maintenance, and installation of machines, tools, equipment, and systems
- Proactively identify current and future maintenance and resource needs by coordinating with persons in a position to understand maintenance requirements
- Support church improvements by reviewing and discussing new products, equipment, and systems
- Ensure that the maintenance team is properly staffed with the right skills set
- Mentor maintenance staff job results and provide leadership and guidance to all maintenance personnel
- Comply with federal, state, and local legal requirements by studying existing and new legislation, by enforcing adherence to requirements, and by advising administration on needed actions
- Maintain professional and technical knowledge by attending one educational workshop or course per year
- Work cooperatively to derive estimates for the annual maintenance budget, maintain costs within budget, anticipate long-term issues, and quickly communicate additional needs
- Review and recommend vendor bids
- Identify proactive and preventive opportunities and work with internal and external parties to offer solutions

WHAT YOU'LL NEED:

- Knowledge of electrical, plumbing, welding, painting, and maintenance repairs
- Ability to work independently and set priorities
- Ability to perform work while standing, sitting and/or walking
- Ability to perform work using hands for simple grasping and fine manipulations
- Ability to bend, squat, crawl, climb, reach to perform work
- Ability to lift, carry, push, or pull light weights, to perform work
- A High School Certificate; Certification in the maintenance management field an advantage
- Strategic focus on ministry: a desire to help internal/external 'customers'
- Effective Communication, Collaboration and Teamwork: work with others to deliver results, using speech, vision, and hearing
- Ability to cope effectively with change: finding ways to advance work and projects
- Commitment to Self-development: actively working to continuously improve
- Creativity and Innovation: seek new and better ways to generate imaginative ideas
- Confidentiality: Able to maintain confidentiality
- At least two (2) years' experience in similar assignment

WHO YOU ARE:

- A member of the Seventh-day Adventist Church, sound in the faith, and committed to a lifestyle that upholds biblical morals and values
- Tenacious. You are determined to succeed, motivated by the Pioneer family
- Curious. You are always learning and seeking ways to make things better
- Conscientious. You keep your promises, taking your commitments to others seriously, and you have strong integrity
- Humble. You lead with humility and empathy, respecting and learning from others

Share our values: We champion the power of human connection. Our mission to Love on the Move unites us.

Make an impact: Our pace of work enables fast learning and fosters an environment where you can stretch yourself and make an impact.

Learn and grow: We're committed to growing the capabilities of our people. We are building a diverse community of learners who are willing to risk and explore new ways of thinking, expand their capabilities, and share their knowledge to enhance each other's growth.

Pioneer is dedicated to building a sense of belonging, where each contribution and each perspective is valued. Let us hear from you by Oct 4, 2022: admin@pmchurch.org.

Reasonable accommodations will be provided as requested by candidates taking part in all aspects of the selection process.