



*Retell the Gospel.
Reimagine the Church and City.
Repair what is Broken.*

All positions at Second Presbyterian Church are created to minister to these needs in our city, our country and our world or to support other staff and our congregation to that end.

JOB TITLE: Maintenance Manager

DEPARTMENT: Maintenance

REPORTS TO: Operations Director

EFFECTIVE DATE: Upon hire

POSITION DESCRIPTION

The Maintenance Manager oversees the daily operations of the in-house maintenance team, ensuring the upkeep of all equipment and systems including electrical, plumbing, heating, ventilation, and HVAC, roofing, carpentry, painting, elevators, and other building systems, as well as landscape and grounds maintenance across the campus.

DUTIES AND RESPONSIBILITIES

- Oversees the day-to-day operations of the maintenance department
- Vendor Management and Coordination
 - Analysis of quotes and their respective scopes of work with the ability to identify and request revisions as needed
 - Coordinate service requests and on-site activities that align with all campus occupants and users (school, CPC, church groups, etc.)
 - Management of current vendor agreements including the scope of work included, key dates, and fee schedules
- Equipment Oversight
 - Evaluates systems or facilities to determine maintenance or repairs that need to be performed
 - Prioritize what can be done by in-house team and what needs to be outsourced
- Develop and administer preventative maintenance procedures and schedules, including:
 - Creation, implementation, and execution;
 - Prioritize efficiency and cost-effectiveness
 - Assign duties and responsible parties to systems, buildings, or combination.
- Ensures maintenance and repair work is completed correctly and in a timely manner
- Assists with long and short term budget estimates and costs of specific repair projects

ORGANIZATIONAL RELATIONSHIPS

- Position reports to Operations Director office
- Position works closely with Chief Operating Officer, Housekeeping, and Security teams
- In addition to church staff has regular interaction with staff of PDS, CPC, MCS, and PDO
- Hires and supervises maintenance department staff within current protocols; conducts performance evaluations as a staff development tool
- Handles discipline and termination as necessary for direct reports

REQUIRED SKILLS/ABILITIES

- Extensive knowledge of HVAC, plumbing, electrical, and mechanical systems
- Ability to analyze, identify and solve problems
- Excellent planning and supervisory skills
- Excellent communication skills
- Proficient in applicable technology and computer software
- Physical ability to traverse property and grounds on foot, as well as prolonged periods sitting at a desk and working on a computer
- Ability to perform simple and minor repairs, lifting and carrying equipment and packages up to 75 lbs., mobility to allow inspection of equipment and spaces (including crawling, kneeling, twisting, and reaching)

EXPERIENCE AND EDUCATION

- Experience in institutional campus maintenance, at least five years, ten preferred
- Experience with work order systems
 - Ability to refine existing systems and/or identify new platforms suitable for our campus
- High school diploma or equivalent required, technology or college degree preferred

HOW TO APPLY

Interested candidates may submit a resume via email to Human Resources at luanne.hearn@2pc.org

OR

Interested applicants may stop by the church located at 4055 Poplar Avenue during office hours (Monday–Friday, 8am–5pm) to complete an application