



JOB DESCRIPTION

POSITION TITLE: Maintenance Manager

BASIC JOB FUNCTION: Responsible for upkeep and maintenance of all EUMA (Erie United Methodist Alliance) buildings and equipment.

REPORTS TO: Director of Finance and Administration

WORK HOURS: 40 hours/week, Full-time with benefits

WAGE AND BENEFITS: \$14.00 - \$18.00 hour depending on experience | 100% paid health insurance for employee (or cash payout for waving health insurance benefit), dental and vision insurance, liberal paid time off including accrued sick, vacation, personal and holidays, and employee assistance program.

ESSENTIAL JOB RESPONSIBILITIES:

- Implement policies/procedures for effective property maintenance;
- Direct the activities of technical and non-technical maintenance third-party contractors, temporary employees and/or volunteers;
- When able, delegate maintenance tasks to others;
- Secure bids, review, make recommendations to senior leadership on third-party contracts and supervise temporary third party personnel ensuring work is completed as contracted;
- Design and implement preventable maintenance programs which reduce the risk of equipment failure and maximize productivity;
- Conduct research and identify new and/or improved equipment that will serve as better alternatives for the replacement or upgrade of worn-out items;
- Complete regular inspection of buildings to ensure they are operational and efficient;
- Aid in the creation of and oversee the management of maintenance budget and expenses;
- Develop and ensure compliance with set fire/safety procedures and policies;
- Monitor equipment and supplies inventory and work with administration colleagues to place orders when necessary;
- Keep accurate record of maintenance logs and provide reports as needed;
- Ensure the premises of all facilities are maintained in a clean and orderly manner;
- Provide prompt response to maintenance requests;
- Transport, dispose of, or relocate office equipment and furniture;
- Manage snowplowing vendor contract;
- Maintain grounds at all facilities by mowing the lawn, pulling weeds, planting flowers/plants, mulching, edging and/or securing regular and/or temporary volunteers and/or residents to do so;
- Plan and manage central services including security, waste disposal and exterior property use;
- Respond to facility alarms and system failures;

- Present a welcoming, helpful response to those seeking assistance.
- Perform monthly fire extinguisher checks at all facilities;
- Clear sidewalks and ramps at The Refuge, Hope House/Administration office, and Rainbow Connection of snow and salt liberally as needed;
- Maintain strict confidentiality regarding all residents/clients, staff information, records, and EUMA organizational details;
- Attend EUMA meetings, in-services and/or trainings as required;
- Perform other duties as assigned by Director for Finance and Administration;
- Advocate for the homeless at every opportunity in day-to-day performance of job duties; and
- Maintain/encourage positive attitude and interaction among staff and residents

QUALIFICATIONS:

- Commitment to the EUMA's mission and core values;
- 3-5 years of experience in the field;
- Must have or be able to obtain Acts 33/34 and FBI clearances;
- Valid PA driver's license; and
- Basic computer knowledge is required.

SKILLS NEEDED:

- Working knowledge of electrical, mechanical and plumbing systems;
- Experience in construction, maintenance and general knowledge of facility operations;
- Initiative, ability to work independently under general supervision, and highly developed sense of responsibility;
- Good inter-personal skills;
- Maturity, good judgment, flexibility and a positive attitude;
- Ability to multi-task and shift gears quickly, good organizational skills;
- Ability to communicate effectively, both verbally and in writing;
- Sensitivity to poverty issues and cultural differences;
- Ability to work comfortably with people of diverse backgrounds;
- Ability to interact professionally with staff, clients and other members of community; and
- Ability to maintain professional boundaries and confidentiality in dealing with clients.

EUMA is an equal opportunity employer. We are committed to building a diverse staff. Those with the above qualifications and who are Veterans, persons of color and Spanish speakers are encouraged to apply.

Please submit a cover letter and resume' to: Info@EUMA-Erie.org or mail both to:
EUMA, Human Resources, 1033 E. 26th St., Erie, PA 16504