



<b>Position:</b>	<b>Maintenance Manager</b>
<b>Reports to:</b>	<b>Manager of House Operations</b>
<b>Job Category:</b>	<b>Regular Full-Time; Non-Exempt</b>

## **Job Description**

### **Summary:**

Under the direction of the Manager of House Operation, the Maintenance Manager position is responsible for managing the daily operations of facility related issues. The position is also responsible for ensuring that the Ronald McDonald House facilities are maintained and kept clean and safe. This position is subject to the general policies established by the Board of Directors.

### **Essential Duties:**

1. Responsible for daily repairs and maintenance of equipment (electrical, carpentry, plumbing) as required. Develops and oversees maintenance schedule for appliances, air conditioners, fire alarm, sprinkler system, ground sprinkler, and all other maintenance equipment. Responsible for daily maintenance of grounds to include sweeping walkways and parking lot, maintenance of foliage, perimeter lighting, and overall safety and cleanliness of properties.
2. Performs regularly scheduled inspections of building and grounds to ensure standards are maintained with regard to maintenance, repairs, safety, security and general upkeep. Implements and monitors maintenance schedules. Organizes logistics for repairs of a more significant nature, as needed.
3. Assists House Operations Manager and Facilities Committee with special projects to include research, calls for quotes, meetings with contractors and general assistance to ensure project success.
4. Responsible for all aspects of van maintenance (oil change, annual safety inspection, tire rotation, parts replacement, etc.) and repairs.

### **Other Duties:**

1. Assists with guest related duties, including House tours, transportation via House shuttle, and coordination of guest events and support activities, as assigned by the Manager of House Operations.
2. Promotes a positive image of the Ronald McDonald House through exceptional communications, behavior, and professional attitude.

3. Assists with Development and House special events and activities as needed. Demonstrates willingness to work as part of a team and assists co-workers in other organizational and program work as needed or required. Maintains reliable work attendance.
4. Performs other miscellaneous duties and functions as may be assigned by the Manager of House Operations or the President to support and further the mission of Ronald McDonald House Charities of Hawaii.

**Qualifications/Skills and Knowledge Requirements:**

1. Post high-school diploma or degree, equivalent course work/training in maintenance, facilities management or related field.
2. Minimum of five (5) years maintenance or facilities related work. Supervisory and clerical experience preferred.
3. Knowledge of maintenance and use of general maintenance equipment, lawn equipment, power tools, appliances, and sprinkler systems.
4. Effective time-management, organizational skills and management of details with ability to prioritize and multi-task.
5. Strong interpersonal, verbal and written communication skills. Ability to effectively communicate with agencies, staff, volunteers and guests.
6. Ability to work within a team environment. Positive attitude, with sensitivity to the needs of guest families and co-workers.
7. Proficient in Microsoft Word and Excel.
8. Ability to lift up to 60 pounds. Tasks associated with this position may require considerable or frequent walking, standing, climbing, bending, stooping, lifting, pushing, or reaching overhead.
9. Available to work Monday through Friday, 8AM – 5PM, in addition to evenings and weekends as required.
10. Valid driver's license, clean driver's abstract, and good driving record for the operation of House vehicles to transport House guests, run errands, deliver/pick up House supplies, materials, donations, etc.
11. CPR Certification required for all staff with House Manager responsibilities.
12. Commitment to the mission and goals of the organization.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Management has the right to add, revise, or delete information in this description.