



We are a team of inspired individuals who make a difference in people's lives. Our mission is to provide a home-away-from home for seriously ill children and their families, and to develop other programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific.

We are looking to reinforce our team with people who care, are decisive, and prepared to do a lot of good. If you are talented, energetic and excited to share in our commitment of building a greater future, we have a career opportunity for you.

Job Summary

The Maintenance Manager 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.

Essential Duties

- 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.
- 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.
- 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.
- Responsible for all aspects of van maintenance (oil change, annual safety inspection, tire rotation, parts replacement, etc.) and repairs.

Requirements:

- Post high-school diploma or degree, equivalent course work/training in maintenance, facilities management or related field.
- Minimum of five (5) years maintenance or facilities related work. Supervisory and clerical experience preferred.
- Knowledge of maintenance and use of general maintenance equipment, lawn equipment, power tools, appliances, and sprinkler systems.
- Ability to lift 60 pounds. Tasks associated with this position may require considerable or frequent walking, standing, climbing, bending, stooping, lifting, pushing, or reaching overhead.
- Ability to work within a team environment. Positive attitude, with sensitivity to the needs of guest families and co-workers.

Hours: Mon-Fri 8:00 AM-5:00 PM, in addition to evenings and weekends as required.

Temporary Position: 100% PPO Medical after 4 consecutive weeks.

Permanent Position: Benefits: 100% PPO Medical; Retirement Plan; Paid Sick, Vacation and Holidays; Professional Training