



# NOW HIRING!

## Sisters of St. Joseph

### St. Joseph Convent – Facilities Supervisor

We are immediately seeking Facilities Supervisor to join our team in Brentwood. Successful candidate will be a multi-tasker with keen problem-solving abilities. We're looking for a professional who is comfortable communicating with all levels of staff and management.

#### Responsibilities:

- Support the Convent Administrator (and needs of the convent) by addressing the facilities functions, as directed.
- Oversee facility operations, coordinate day to day maintenance repairs
- Inspecting and evaluating concerns for defects, fixtures and other structures-Discuss major concerns with Facilities Director
- Handle office moves while remaining in compliance with safety protocols.
- Management of Housekeeping, for the daily physical cleanliness of the building.
- Management of Transportation, supervise transportation associates to drive residents to appointments.
- Security preservation of the facility including monitoring video surveillance equipment for the safety of residents and property.
- All minor repairs within the facility.
- regularly inspect all areas of the building and report deficiencies as well as suggestions for improvement
- Use problem solving skills to address emergencies such as power disruptions.
- In collaboration with Administrator, budget for maintenance and repair activities.
- Inventory management of supplies and repair items, make periodic and as requested trips for supply replacement and appliances.
- Assist in ensuring compliance with local, state, and federal regulations; and maintain up-to-date building documentation and certifications
- Maintain all required administrative records including, but not limited to contracts work records, maintenance records, contractor visits, keys issued, etc.

#### Qualifications:

High School or Equivalent. Degree/certification in management or similar field desired but not required

5 years experience in facilities management

Excellent mechanical and managerial skills

Ability to communicate needs with non or minimal Englishspeaking staff.

**To learn more about this opportunity, please contact HR dept. by Friday, July 31, 2020.**



**Sisters of St. Joseph**

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