

JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803
(708) 371-9700

POSITION TITLE: Maintenance Manager — Full-Time

POSITION REPORTS TO: Associate Director of Business & Support Services

POSITIONS SUPERVISED: Maintenance Assistant
Maintenance Worker

POSITION SUMMARY:

Under the direction of the Associate Director of Business & Support Services, the Maintenance Manager is responsible for managing the day-to-day operations of Sertoma Centre, Inc. facilities. This includes building and facilities maintenance, as well as maintaining the fleet, roofing, HVAC, plumbing, electrical, and other related equipment. The Maintenance Manager will have two direct reports and serve as a liaison with outside contractors and service providers. May be required to respond after work hours for company facility or fleet emergencies.

This exceptional opportunity is available for individuals who are dynamic, energetic professionals with a solution-oriented approach and a genuine desire to help others. The ideal candidate will demonstrate:

- Exceptional interpersonal and communication skills with a commitment to developing collaborative working relationships with contractors, Sertoma staff, and the public.
- Dedication to providing excellent customer service when encountering challenging customer situations.
- The ability to work well independently and in a team environment, complete a variety of projects and tasks in a timely manner, and respond to work related issues with a flexible problem solving approach.
- Knowledge and practical experience in the elements of building and facilities maintenance (e.g., HVAC, electrical systems, and plumbing).
- Knowledge of OSHA and related safety practices as well as state and local safety, fire, construction, and public access regulations.

POSITION RESPONSIBILITIES:

- Work cooperatively with the Associate Director of Business and Support Services in the determination of facility needs and the development of a plan for building expansion, remodeling, and acquisition of equipment.
- Make jigs and fixtures that will improve production efficiency and enable individuals served to increase their productivity.
- Install, modify, and repair electrical and plumbing systems and equipment as needs require.
- Perform remodeling and maintenance tasks that come within the trade areas of carpentry and painting.
- Work with contractors and vendors to effectively coordinate the completion of building and equipment projects.
- Develop and carry out a program of preventive maintenance for agency facilities and equipment.
- Repair equipment including vehicles, shop machinery, heating, and air conditioning.
- Perform maintenance and repair tasks on agency facilities and equipment to maintain and enhance facilities and equipment and maintain records of work performed.

QUALIFICATIONS:

- High school diploma or GED, plus two years of college or equivalent education in a recognized program of technical training. Three years of relevant work experience required.
- An occupationally significant combination of: ability to use independent judgment in planning sequence of operations and in selecting proper tools and materials; ability to assume responsibility for attainment of prescribed qualitative standards; ability to apply shop mathematics to practical problems, such as computing dimensions and locating reference points from specifications data when laying out work; spatial perception to visualize arrangement and relationships of static or moving parts and assemblies represented in blueprints and diagrams; form perception as required in such activities as inspecting finished work to verify acceptability of surface finish; and, some combination of finger and manual dexterity and eye-hand coordination to use hand tools and manually controlled power tools when executing work to close tolerances.
- Knowledge and skills in:
 - Heating, Ventilation, and Air Conditioning
 - Plumbing
 - Electrical
 - Pneumatic
- Ability to lift 65 pounds on occasion.
- Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook with good typing skills.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org,
click on "Career Opportunities" and "Search Here."