



Maintenance Manager Job Description

Job Title: Maintenance Manager
Staff Category: TBD
Reports To: Director of Operations

SUMMARY:

Maintenance Manager manages the maintenance, repair and replacement as needed of Sunrise Ranch physical plant, which includes but is not limited to: buildings and all their appurtenances, equipment, mechanical, electrical and plumbing systems. The Maintenance Manager is a hands-on working manager. We are seeking a professional who wants to participate, live and work at a thriving spiritual community in the foothills of the Rocky Mountains. Below is a more detailed listing of responsibilities:

JOB RESPONSIBILITIES:

- Will be expected to be a working manager who performs much of the work required.
- Works with the computerized Sunrise Ranch Care Desk system logging, tracking and completing all requests for maintenance.
- Plans, budgets and schedules modifications that include cost estimates, bid sheets, and scope of work for maintenance and repair. Determines if we can fix in-house or need to subcontract.
- Manages and inspects work and installation progress to ensure conformance to code and schedule.
- Sets up and maintains preventative/predictive maintenance program for all buildings and systems, along with regular inspection of all machines and equipment.
- Provides technical assistance regarding the quality and/or performance of machinery, buildings and other facilities.
- Organizes and maintains all tools, equipment, materials that are Sunrise Ranch owned. Takes care of existing storage buildings to clean them all and organize and implement a daily check-out system to keep track of all of the above.
- Works closely with the Director of Operations to assist with construction projects.
- Works with Director of Operations to create, manage and monitor annual budget.
- Manages all Sunrise Ranch owned vehicles, tractors, backhoes and the like with our Vehicle Maintenance Manager.
- Coordinates with the Landscape Manager, Water Plant Manager, Garden Manager and Farm Manager
- Performs other related duties as required.

SKILLS & EXPERIENCE

- Skilled maintenance worker. Can perform carpentry, flooring, painting, exterior building work, minor plumbing and electrical work.
- Experience as a maintenance manager.
- Ability to supervise a team of 4-10 employees.
- Ability to assess problems, collect data, establish facts and develop solutions.
- Highly motivated self-starter and results-driven individual with excellent interpersonal skills.
- Excellent verbal and written communication skills are required.
- Knowledge of IECC codes.
- Good computer skills and skilled in using Microsoft office, especially Word and Excel.
- Proficient in use of Smart phones, especially texting, e-mails and Google Calendar.
- Strong attention to detail; confidentiality required.
- Adaptable—thrives in a constantly changing work environment.
- Enthusiastic, creative team member—able and willing to participate in community life.
- Willing to learn about and work in a Creative Field in harmony and focus.