

Building and Grounds Maintenance Manager St. Placid Priory

JOB TITLE: Building and Grounds Maintenance Manager

SUPERVISOR: The Prioress – currently Sister Angela Hoffman, OSB

St. Placid Priory is a monastery of Benedictine women in Lacey, WA. The Priory operates a retreat house and meeting rooms. The sisters live a monastic lifestyle of community, prayer and work. Silence, quiet and hospitality are valued. **For more information, see <https://stplacid.org/>.**

GENERAL JOB DESCRIPTION

This manager will oversee the maintenance of mechanical systems such as the heating/air conditioning, building, plumbing, electrical, auto, and grounds of St. Placid Priory. Must be able to prioritize maintenance needs, focusing on appropriate solutions (e.g., professional or in-house) within a budget. Support and further the Mission of St. Placid Priory (See stplacid.org - About Us)

Emergency support as needed.

Premises are non-smoking and COVID-vaccination is required.

Part time hours: 26-35 per week premises

Pay: \$25.00 to \$35.00 per hour DOQ

MAJOR DUTIES AND RESPONSIBILITIES

- Create and/or maintain an overall maintenance schedule spreadsheet (e.g., indoor/outdoor painting, hood cleaning).
- Maintenance of monastic grounds.
- Interface with professionals to maintain mechanical systems (e.g., electrical, HVAC, plumbing, and irrigation).
- Project management and budgeting skills.
- Schedule inspections (e.g., fire alarm and suppression systems).
- Propose an annual maintenance budget, providing accurate estimates and timelines in collaboration with leadership.
- Suggest improvement projects, especially those providing time or cost savings
- Maintain accurate records, including blueprints and CAD drawings, bids, change orders, value engineering, schedules, payments, and correspondence.
- Adhere to mandated safety and code compliance (e.g., use of safety gear as required by OSHA).

MINOR DUTIES AND RESPONSIBILITIES

- See to the repair and maintenance of equipment (e.g., appliances)
- See to the regular maintenance of the community cars.
- Duties as assigned (e.g., moving furniture, planting trees, and etc.).

QUALIFICATIONS FOR THE JOB

- Education: Building Maintenance Degree or equivalent
- Experience: 5 – 10 year's experience with maintenance of commercial buildings and grounds.
- Pass a background check and have a clean driving record.

KEY COMPETENCIES

- Self-starter, problem solver
- Basic computer skills (I.e., word processing and spreadsheet) and analytical skills.
- Excellent people skills (i.e., guests, vendors, and the community).
- Ability to collaborate with other departments in the monastery (e.g., food service).

PHYSICAL REQUIREMENTS

- Includes but not limited to the following:

Ability to lift 50 lbs., stand and walk for long periods, bend, stretch, push, pull, and access machinery.

+ Please send a resume, with names of three (3) contacts who can provide letters of reference by September 27, 2024, to the attention of:

**Sister Angela Hoffman
500 College St. NE
Lacey WA 98516-5339**

+ Or send resume with contacts via e-mail: email@stplacid.org