



The Frauenthal Center is seeking a **Maintenance Manager** staff member to join the team. Maintenance Manager works closely with Frauenthal Center staff and clients to address all related matters including general maintenance and operations and effective management of the building and grounds operations. The successful candidate will possess the ability to perform physical labor, have critical attention for detail and the ability to work both independently and as a member of a team. Diversity and inclusion are important values of the Frauenthal Center and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

**Position Title:** Maintenance Manager  
**Reports To:** Vice President, Finance

This is a full-time position.

**ESSENTIAL ACTIVITIES:**

- Performs preventative maintenance and repairs on all building systems. Daily work to include carpentry, electrical, HVAC, plumbing, refrigeration, painting and other operations work as necessary.
- Maintain a safe and clean work area.
- Maintain building hardware, the building structure, and specialized systems such as the elevators and fire alarm systems
- Respond to the tenant and customer maintenance needs.
- Inventory all equipment assigned to the operation of the facility and take necessary steps to insure that is not removed from the facility.
- Remain current on state and local building code requirements and keep appropriate records to keep the facility in compliance
- Oversees grounds of the facility.
- Coordinate with the building operations staff special cleaning or maintenance needs.
- Meet regularly with Center staff to determine goals and tasks to be completed.
- All other duties as assigned.

**SKILLS REQUIRED:**

- Minimum five years maintenance/HVAC experience
- Substantial public contact requiring excellent communication skills - ability to work with public.
- Demonstrated knowledge of building engineering, maintenance and various technical areas including those listed above; the ability to perform physical labor in tasked listed above, able to work flexible hours including evenings, weekends and holidays.
- Organized, with attention to detail and strong follow-through skills.
- Ability to work on own initiative.