Job Description

**Dove Property Maintenance Manager**

**General Responsibilities:**

The Property Maintenance Manager is responsible for keeping all Macon County Dove property maintained. The Property Maintenance Manager is highly skilled in multiple areas of maintenance and can complete tasks with little or no supervision. The Property Maintenance Manager supervises the Shelter Maintenance/Janitorial Specialist. This position requires the use of tools and power equipment. This job must be completed safely and within the scope of budget and security guidelines.

The position requires a highly compassionate person who will be working independently and working with Dove clients selected as Employability program apprentices. The Property Maintenance Manager works directly with the Employment and Life Skills Specialist to identify tasks which may be used as teaching opportunities for the Employability program apprenticeships, as well as providing feedback on work accomplished and general employee habits to address.

This position prioritizes and plans for maintenance needs and requests from staff to ensure that necessary supplies and equipment are on hand for the operation of offices and residential facilities. Properties should be maintained in good working order to ensure continuous business operations. Resources are prioritized based on material donations and availability of funds.

**Examples of Work**

Oversees all office and common areas are maintained in a clean and presentable condition at 302 S. Union.

Works directly with the Shelter Maintenance/Janitorial Specialist on tasks as necessary.

Maintains Dove grounds at 302 S. Union.

Works directly with the Employability Specialist, Apprentices, Dove Staff and Volunteers.

Observes and reports building and grounds condition which may require other additional maintenance attention.

Makes maintenance recommendations as needed for repairs. Meets with vendors and coordinates services.

General indoor and outdoor maintenance (replaces light bulbs, unclog drains, painting and other general repairs) at all Macon County Dove locations.

Inspects and performs minor repairs such as plastering, carpentry, electrical, pest control, painting and plumbing.

Keep accurate records of maintenance tasks needed, requested, and completed.

Drains water from thermostat compressor.

Upon approval, calls appropriate contractor when scope of work required is beyond skill level.

Coordinates vehicle maintenance.

Responds to Emergency service requests (no heat, blown fuse, water leak, etc.)

Oversees ordering of maintenance supplies, upkeep & maintenance of vehicles, and offices.   
Assists in moving donations, in consultation with Dove staff, making the best utilization of donations across Dove, Inc. Programs.  
Attends and participates in all required Dove meetings, participates in agency and program events.  
Performs related duties as required.

**Qualifications**

Applicant should have janitorial skills and 5+ years’ experience including general maintenance, light duty repairs and janitorial services. Willingness to work with low-income clients in a respectful, courteous, and compassionate manner is a must. This position requires strong planning and organizational skills, and the applicant should be self-motivated and independent. A knowledge of Decatur community resources is helpful for this position.

Applicants must have computer experience in Microsoft Excel and email software. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver’s license and insurance is required. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The salary range is from $27,000 to $34,000 annually with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance for (30 hours a week or more), life and disability insurance (25 hours a week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position, 40 hours a week, and it is subject to the Fair Labor Standards Act. The Property Maintenance Manager reports to the Executive Director. A program office is located at 302 S. Union Street. Days worked may include weekends, evenings and/or holidays.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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