



Maintenance Manager Job Posting

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

The Maintenance Manager is the lead maintenance role on our staff team. It's a great opportunity for someone who truly enjoys working with others and interacting with volunteers, program participants, and community members – and has strong facility management experience, of course.

This role supervises full-time and part-time staff and ensures that the organization's facilities and grounds are clean, well maintained, set up appropriately for scheduled activities, and ready to welcome the community.

We're looking for someone with:

- High standards for cleanliness, safety, risk management, and preventative maintenance
- Strong skills in personnel management, with the ability to recruit, hire, train, direct, evaluate, and inspire cleaning and maintenance staff
- Project management skills to support work with various community groups and outside contractors; strong organizational and planning skills
- Knowledge of mechanical, electrical, plumbing, and HVAC systems, carpentry, and other maintenance-related areas
- Budget management experience
- The ability to respond to emergency situations as needed
- A strong service ethic, with an attitude of continuous improvement and problem-solving
- A willingness to go above and beyond when circumstances require, with a passion for supporting a greater mission of building community

And:

- Three or more years of experience in facility / maintenance management or closely related field
- Associate or bachelor's degree in related field preferred
- Familiarity with Microsoft Office
- Valid driver's license preferred
- Ability to lift 50+ pounds, ascend and descend stairs and ladders, move throughout the building and grounds, and stand for prolonged periods of time

This position is full-time exempt. Compensation includes a salary range of \$55,000-\$60,000 plus medical, dental, short-term and long-term disability, and life insurance; paid sick, vacation, personal, and holiday time off; 401(k) plan; and a free fitness center membership.

To apply, submit resume and cover letter to Amy Skalinder, amys@mywch.org. Applications will be reviewed as they are received.