



Maintenance Director

1. Job Type: Environmental Services
2. Job Location: Vicinia Luxury Retirement Living, 4031 Vicinia Way, Fenton, Michigan, 48430
3. Job Title: Maintenance Director
4. Number of Positions Open: 1
5. Salary Range: \$37,000-\$50,000

6. Who may be considered:

This position requires:

- Working knowledge of personal computer and software applications used in job functions, (word processing, graphics, databases, spreadsheets, etc.)
- Strong organizational and analytical skills; oral and written communication skills.
- Working knowledge and ability to apply professional standards of practice in job situations.
- Current knowledge of state and federal laws and regulations that apply to practice of physical plant and equipment maintenance in long-term care.
- High school diploma or equivalent preferred. Minimum of five (5) years physical and equipment experience in an apartment or institutional environment with supervisory or management responsibilities.

7. Job Description:

The Maintenance Director assumes administrative authority, responsibility and accountability to maintain the physical building as well as the overseer of the Vicinia Gardens community in Fenton for the essential mechanical, electrical, and resident care equipment in safe operating condition. Manages the maintenance staff with a “hands on approach” and services that protect the health and safety of residents, personnel and the public and provide a hazard-free, functional comfortable and homelike environment. Oversees Housekeeping and Laundry departments and the Lead Housekeeper. Ordering, budgeting.

8. Application Deadline: October 1, 2020

9. How to apply: Apply today on www.viciniagardens.com . Attach resume, cover letter, and references.