

FRANCO – AMERICAN COMMUNITY CENTER OF PARIS (FACCP)

65 quai d'Orsay, 75007 Paris

We are looking for a **Maintenance Supervisor**, responsible for the maintenance of the building. He/she works closely with the Property Committee and the administrative management to ensure that the building is fit for use by its various occupants and complies with laws and regulations.

Main Responsibilities:

Maintenance:

- Ensures the proper functioning of the building's heating, plumbing and electrical systems
- Performs general electrical maintenance including replacement, repair and installation of outlets, switches, light fixtures, changing bulbs, fluorescent ballasts, exit lamps, etc.
- Performs basic plumbing maintenance of sanitary facilities throughout the building
- Technical and administrative follow-up of maintenance contracts

General:

- Repairs and maintains door mechanisms, door closers, locks, etc.
- Initiates administrative repair projects; design, purchase of materials, and timely completion
- Follow up on legal building control schedules
- Maintains regular cleaning schedule for systems
- Performs any other building related duties

Hours

The Maintenance Supervisor will work 5 days a week, from 8:30 to 16:30 (with 1 hour off for lunch).

Remuneration

Depending on experience and qualifications with standard benefits (holiday, health insurance) provided.

Knowledge, skills and abilities required:

- Technical knowledge of building maintenance and construction, including fire alarm systems, water shut-off valves, heating and lighting overrides
- Basic carpentry, painting, plumbing, electrical, masonry skills
- Bilingual (French/English) desirable but not mandatory
- Ability to prioritize workload, meet deadlines and manage multiple projects simultaneously
- Knowledge of applicable laws and regulations
- Secondary school diploma or equivalent

Experience

Ideally 5 years' experience in a similar position

Are you interested?

Please send your CV and cover letter to the attention of the Director of Operations admin@acparis.org