



The American Church in Paris

65 quai d'Orsay, 75007 Paris

Maintenance Manager Position Available

The Maintenance Manager is in charge of the maintenance of the Church building. The Maintenance Manager works closely with the Property Committee and the Business Administrator in order to ensure that the Church building is fit for use by its various constituents, and compliant with laws and regulations.

This position reports to the Business Administrator.

Contract: CDD or contract with auto-entrepreneur/TPE

Start Date: As close to Dec. 1st as possible

Principal Responsibilities:

Maintenance:

- Ensures smooth functioning building-wide of heating, plumbing, and electrical systems
- Performs general electrical maintenance, including replace, repair, and install outlets, switches, lighting fixtures, changing bulbs, fluorescent ballasts, exit lamps, etc.
- Performs basic plumbing maintenance on bathroom fixtures in common areas and in staff apartments

Set up for use:

- Assemble/repair and maintain office and classroom furnishing including carts, tables, white/chalk boards, bulletin boards, etc.
- Sets up or breaks down classrooms as required. Folds chairs & tables.

General:

- Responsible for keeping all general storage areas, and personal workshop area, organized and clean
- Repair and maintenance of door mechanisms, door closers, locks, etc.
- Ability to initiate in-house repair projects as approved by supervisor; design, purchase materials, complete in a timely manner
- Maintains regular cleaning schedule of building systems and notifies Business Administrator if outside contractors are required
- Checks and sets all thermostat levels, fire extinguishers, drains, etc.
- Coordinates maintenance and custodial tasks with Business Administrator, other Church ministry leaders, and Property Committee
- Informs Business Administrator and Property Committee of required maintenance and repair projects and works with them on such projects
- Complies with French health and safety regulations
- Any other property-related tasks as assigned by the Business Administrator.



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Hours

The Maintenance Manager will work 4 days a week, from 9:00 am to 5:00pm (with 1 hour off for lunch). Some additional work on weekends may be required.

Compensation

According to experience and qualifications. Standard benefits (holidays, *mutuelle*) provided.

Required Knowledge, Skills & Abilities:

- Technical knowledge of property maintenance building and construction, including fire alarm systems, water shut off valves, heating & lighting override controls
- Basic skills in carpentry, painting, plumbing, electricity, masonry
- Bilingual (French/English)
- Ability to work under stress
- Ability to work well with others and be a team player
- Practices good organizational and communication skills
- Ability to follow written and verbal directions
- Ability to prioritize workload, meet deadlines and manage many projects simultaneously
- Knowledge of applicable laws and regulations
- High School diploma or equivalent
- Administrative status in order to work in France

• Adherence to the mission and values of the Church:

Our congregation is an interdenominational and international Christian community whose mission is to bear witness by word and deed to the love of God as revealed in Jesus Christ, to provide a place of English language worship in the American Protestant tradition, and to engage in ministries and services that enrich the lives of residents and visitors in Paris.

Experience:

Ideally 10 years' prior experience in a similar position

Interested?

Please send your CV and letter of motivation to the attention of the Business Administrator, bizadmin@acparis.org, or by post to the following address: Business Administrator, American Church in Paris, 65 quai d'Orsay, 75007 Paris.

No phone calls, please. Although, we will attempt to reply to each applicant, if you are not chosen for the job your application will be kept on file for future opportunities, unless you indicate otherwise.