



A healthy Christian home and family for every Haitian child.

Job Description:
Maintenance Director

Position Type: Full-time at COTP facilities in Haiti.

Position Summary: The vision of COTP is a healthy, Christian home for every Haitian child. We seek to achieve this vision by serving families at-risk of separation through family preservation programs to keep families together and empower them for sustainable health and wellness. In addition, when a separation of child from family occurs, we pursue alternative family care for the child and provide temporary family-style residential care whenever needed.

The Maintenance Director will be responsible for overseeing, directing and managing the Facilities of COTP. This will include planning and implementing a strategic vision to meet the specific physical needs of COTP, managing and equipping a unified facility staff, orienting the department to the overall mission, managing resources, and promoting a commitment to excellence. The Maintenance Director must have a passion to serve others. The individual is expected to: be a team player; be self motivated; have a high attention to detail; be a hard worker; and be patient. The individual must be responsible with time and resources, as well as efficient and resourceful.

Position Duties and Responsibilities:

- Management and development of facility staff:
 - Recruiting, selecting, orienting new facility staff when necessary; training all facility staff; identifying and pursuing opportunities for facility staff development
 - Supporting a healthy work environment and supporting employee's professional growth
 - Providing accountability for facility staff through communication of their expectations, regular feedback, encouragement, evaluation, and disciplinary action when necessary; enforcing organizational policies and procedures
- Strategic planning and outcomes:
 - Initiate and set goals for maintaining facilities and equipment according to the strategic objectives of the organization
 - Lead staff in the planning of facility maintenance and growth, setting goals and attaining milestones
 - Lead regular monitoring and evaluation of maintenance activities, and devise strategies to ensure efficiency and effectiveness of maintenance objectives.
 - Develops maintenance systems and structures to provide clarity and support completion of objectives.
 - Contribute to development of strategic planning for the organization
- Financial stewardship and oversight of facilities:
 - Prepare annual program budgets in collaboration with facility staff
 - Regularly review expenses; initiate corrective actions when necessary
 - Assist in seeking out and pursuing creative resource or support options
- Partnerships and Community Engagement: Pursue and develop partnerships with community services and leaders that contribute to achieving the strategic objectives of the organization.
- Other duties as assigned





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Key areas of Responsibility:

1. Facility Maintenance: Oversee the maintenance of the entire COTP compound, including buildings and landscape, and power and communications systems.
2. Vehicles and Engines Maintenance: Oversee the maintenance of the COTP fleet of vehicles.
3. Security: Ensuring that the campus of COTP is secure and safe.
4. Project Management: Overseeing all small scale facility projects completed on our campus. *This does not include any major construction projects.*
5. Cleaning: Oversight of the cleaning of all common spaces on campus

Position Skills and Qualifications:

- Education: University degree in management or other applicable field (electrical, construction, auto mechanics) Additional certificates or trainings in related work is an asset.
- Experience: The Maintenance Director position requires at least 3 years of work experience in management and oversight of facility maintenance or building construction. The ideal candidate will have a basic knowledge of electrical, plumbing, diesel and gas mechanic.
- Competencies:
 - Excellent organizational and leadership skills
 - Thorough understanding of program management techniques and methods
 - Strong interpersonal skills and self-awareness; strong communication skills
 - Ability to coach and foster teamwork; ability to galvanize team around a common goal
 - Ability to work well within a team; demonstrates humility and a team-first approach.
 - Ability to work with other organizations for the benefit of God's kingdom work.
 - Working knowledge of MS Word, Google Drive
- Faith: Clearly expresses and demonstrates a lifestyle of living out their faith in Jesus Christ as their Savior.
- Language: Fluent and a strong communicator in written and spoken Creole and English. Fluency in French is also a preferred asset.
- Demonstrates a level of perspective and maturity as a result of their previous life experiences.
- Complete and clear a criminal background check for working within a vulnerable sector.

Accountable to: National Director

