



**Ronald McDonald  
House Charities®**  
Eastern Wisconsin

## **RMHC Job Description**

Maintenance Manager

*September 2025*

**Job Title:** Maintenance Manager

**Location:** Ronald McDonald House Charities Eastern Wisconsin

**Reports To:** Director, Facilities

**Status:** Full-time hourly (40 hours/week)

### **Job Summary:**

Ronald McDonald House Charities Eastern Wisconsin is seeking a skilled, reliable, and service-minded Maintenance Manager to join our team. This individual will play a key role in ensuring the safety, functionality, and overall condition of our facility, helping to provide a comfortable and welcoming environment for our families with seriously ill children.

The ideal candidate will have hands-on maintenance expertise, strong organizational skills and a commitment to the mission of Ronald McDonald House Charities. This position will assist with overseeing the preventative maintenance and general repairs of building systems, while working collaboratively with staff, volunteers, and vendors to support the daily operations of the House.

### **Responsibilities:**

- Oversee daily maintenance operations for the 100,000+ sq. ft. facility.
- Perform daily maintenance repairs, and upkeep of common areas, building systems, and guest rooms (as needed).
- Respond promptly to maintenance requests submitted by guest families and staff, as well as facility-related emergencies.
- Perform routine inspections and preventative maintenance on mechanical, electrical, plumbing, HVAC, and other building systems.
- Monitor compliance with safety, health and building codes, and ensure proper functioning of life-safety equipment (e.g. fire alarms, sprinklers, extinguishers, etc.).
- Coordinate and supervise outside vendors and contractors, as well as monitor adherence to facilities-specific contract guidelines.
- Maintain accurate records of maintenance requests and repairs completed through CMMS software.
- Complete facility checks of long-term rooms and suites in the room turnover process in a timely manner (e.g. paint touch up, inspecting bathroom fixtures, inspecting furniture condition, etc.).
- Assist Facilities Director with managing and tracking maintenance repairs and developing preventative maintenance budgets.
- Assist with overseeing ground maintenance in collaboration with the Landscape and Grounds Coordinator, by establishing delineation of duties.
- Assist in maintaining a facilities calendar with annual inspections and permit renewal dates.



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- Assist in managing the organization of overflow stock and supplies in appropriate areas.
- Communicate frequently with Operations team on the status of repairs and/or upcoming preventative maintenance work to be completed, to ensure guest family experience is minimally impacted.
- Occasionally assist with overseeing internal facility volunteers or volunteer groups that may assist with indoor or outdoor facilities-related projects.
- Perform other duties as assigned by the Facilities Director.

### **Qualifications:**

- High school diploma or equivalent required
- Trade certification(s) or vocational training preferred
- Minimum 3-5 years of experience in building maintenance, facilities, management, or a related field
- Strong knowledge of building systems (e.g. plumbing, electrical, HVAC, appliances, carpentry, painting, etc.)
- Ability to read and interpret mechanical blueprints and manuals
- Familiarity with Microsoft Office suite
- Familiarity with CMMS software
- Excellent communication, organizational skills, and problem-solving skills
- Ability to work independently and seek out projects to complete or areas needing attention
- Valid driver's license
- Flexibility to work evenings, weekends, and respond to emergencies as needed

### **Physical Requirements:**

- Ability to lift up to 50 lbs. and perform physical maintenance tasks
- Ability to stand, walk, bend, climb, and work in a variety of environments (indoor/outdoor, hot/cold, confined spaces)
- Ability to respond and assist in after-hour emergencies
- Occasional travel for pick-up of ordered supplies, equipment, or plants

### **Schedule Expectations:**

- Full-time (40 hours/week) schedule
- Daytime shifts, and one weekday, evening shift availability



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- Flex weekday schedule every 3-4 weeks to include one weekend of coverage, in rotation with other Facilities staff
- Ability to be part of a rotating on-call for emergencies (this will typically coincide with scheduled weekend coverage)

### **Benefits:**

- Competitive salary based on experience
- Health, dental, and vision insurance options
- Paid time off and holidays
- Professional development opportunities
- A fulfilling and rewarding work environment within a mission-driven organization

### **How to Apply:**

Interested candidates should email a cover letter, resume, and salary range expectations to Kelsey Stoltz at [kstoltz@rmhc-easternwi.org](mailto:kstoltz@rmhc-easternwi.org). We are an equal-opportunity employer and encourage candidates from diverse backgrounds to apply.

*This job description is a general outline of the responsibilities and qualifications expected for this role. Other duties may be assigned as needed to support the needs of Ronald McDonald House Charities Eastern Wisconsin.*