



Job Description

Position Title: Maintenance Coordinator

FLSA: Part-Time

Range: 18 (\$24.50-\$33.79)

Reports to: HR and Facilities Manager

Supervisory Responsibilities: None

SUMMARY:

Responsible for Longview and Vancouver offices' general maintenance. Responsible for coordinating building maintenance repairs with outside contractors and property management companies, conducting procurement, and making minor repairs.

ESSENTIAL FUNCTIONS:

- Performs basic building maintenance tasks such as painting, patching walls, and minor plumbing/HVAC/electrical (including lighting).
- Oversees contractors when professional repairs are necessary.
- Detects and reports the need for major maintenance repairs.
- Serves as project lead on large building projects such as office buildout, carpet replacement, and new paint.
- Works with landlord regarding complex building/maintenance repairs.
- Responds to maintenance requests in a timely manner.
- Ensures small appliances (refrigerator, toaster, microwave, ice machine, etc.) are in good working condition.
- Manages janitorial services.
- Assists with cube maintenance and moving of staff to new locations.
- Works with AAADSW's Safety Committee to resolve safety concerns.
- Assures clean and safe interior spaces.
- Partners with Safety Committee Chair
- Works with Executive Management Team regarding building leases.
- Responsible for assisting with small & attractive asset tracking.

Knowledge, Skills, and Abilities:

- Ability to work with hardware tools and power equipment.
- Ability to plan, organize, prioritize, and coordinate work assignments and/or projects on time and on budget.
- Ability to travel to and from meetings and other community events.

- Ability to work effectively as a team member with a wide range of diverse staff, contractors, and community members to establish and maintain effective and productive working relationships.
- Ability to communicate effectively and efficiently verbally in the English language in face-to-face one-on-one settings, in group settings, or using a telephone.
- Ability to produce written communication with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Computer and software skills; ability to operate general office equipment; work at a desk using phone and computer for up to eight hours a day.

Minimum Qualifications:

- High school diploma or general education degree (GED).
- 2 years' working experience in a similar role.

Working Conditions and Physical Effort:

- While traveling to meetings and community events, the employee travels by automobile and is exposed to changing weather conditions.
- Work is normally performed in a typical interior/office work environment. Occasional outdoor work.

While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 50 pounds. Specific vision abilities required by this job include close and moderate-distance vision and the ability to adjust focus. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Date: February 28, 2023

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.