



Maintenance Coordinator

Job Description

Essential Job Functions:

1. Creates and maintains a unified system of facilities management operations, policies and procedures and assists with meeting property performance measures across company portfolio.
2. Creates and/or ensures compliance with the following policies, procedures, systems, and programs at all sites:
 - Preventive Maintenance Schedule
 - Oversee Lead Management Plan at any Site and ensure compliance
 - Master Vendor List
 - Maintain Cert of Insurance and W9 Files For Vendors
 - Work Order System
 - Inventory Recording & Tracking
 - Emergency and Evacuation Plans
 - Purchasing & Procurement Policies (Supplies & Repair Work)
 - Bid Specifications (Routine Seasonal, General Repair and Capital Improvements)
 - Unit Inspections
 - Unit Turnovers/Make Ready
3. Assists with ensuring following performance measures are maintained at all sites:
 - 95%+ Occupancy Rates
 - 5 day or less Unit Turnover rate
 - Low Budget Variances



4. Assist with advertisement, recruitment, onboarding and training of facilities cleaning and maintenance staff
5. Identify & Implement Training Programs (Safety, Maint Software, Contract Review, Maint Staff Development, etc.)
6. Assist with creating annual repairs, maintenance, contract and capital improvements budgets
7. Ensure Vendor Compliance with Maintenance Contracts
8. Monitor overall client satisfaction related to maintenance division through outreach options including surveys, etc.
9. Various other tasks including troubleshooting complex repairs with vendors and staff, performing repairs work, provide on-call emergency service response to various properties, and trade consulting work as needed.

The above listed job functions are not all inclusive and other tasks may be required.

Qualifications: Proficient level understanding and experience in most maintenance trades HVAC, Plumbing, Electrical, Painting, Appliance Repair, Carpentry, Landscaping.

Skills and Certifications: May have HVAC and other related state required certifications. Strong communication and organizational skills, reading comprehension and intermediate computer/office skills.

Physical Demands: Ability to walk the property, climb ladders, stand on roofs, fit in crawl spaces, lift/carry up to 85lbs, and utilize a variety of tools to perform maintenance.

Work Environment: Indoor and outdoor environments, in extremes of local climate conditions.