

Title: Maintenance Coordinator
Hours: Up to 30 hours per week
Wage Range: \$24.93/hour to \$34.51/hour
Supervisor: Program Services Manager
Exempt Status: Non-Exempt

Job Summary:

The Maintenance Coordinator is responsible for coordination and implementation of repairs, maintenance, and vendor research for PRS owned and rented buildings. This position will ensure grounds are well maintained and clear for fire protection as well.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Responsible for day-to-day overall management and coordination of maintenance projects.
- Cleans, maintains, and repairs buildings as needed
- Clears snow on all walkways and agency vehicles as needed
- Maintains grounds including watering, mowing, weed eating
- Ensures maintenance is completed for some agency vehicles
- Provides monthly report to fiscal of projects completed, timeframes and program
- Ensures appropriate fire clearance around buildings to maintain low-cost fire insurance
- Research vendors for major projects and manages vendors and scheduling
- Completes building/maintenance projects for programs as needed
- Maintains a calendar of all projects and keeps appropriate personnel informed of schedule and progress
- Ensure that all program activities operate consistently and ethically within the mission and values of PRS
- Attend meetings and training courses as needed/required
- Completes purchase orders as needed for purchases and maintenance orders
- Help ensure a safe working environment for staff and clients
- Other duties as assigned

Required Skills/Abilities:

- Above average level of proficiency in Word, Excel, Google Workspace, and Internet email
- Excellent writing and communication skills
- Ability to complete all required paperwork and data entry
- Skills in building maintenance and repairs

Education and Experience:

- AA in human service field OR High school diploma or equivalent and 4 years' experience in a comparable position
- 4 years' experience with maintenance projects, handyman services, etc.
- 2 years' experience with record keeping

Physical Requirements:

- Lift, bend, stoop, stretch, and crawl to access spaces and areas needing inspection and repair
- Ability to carry heavy weights with assistance from others or using dollies, etc. to move items
- Ability to operate standard office equipment, i.e., computer, cell phone, printer, scanner, etc.
- Ability to use and respond to emails and phone calls as necessary
- To provide maintenance at buildings in outlying areas

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.