

# SOUNDVIEW ASSOCIATION

## JOB DESCRIPTION

POSITION TITLE: **Maintenance Coordinator**

SUPERVISOR: Program Manager/Executive Director

STATUS: As needed

### QUALIFICATIONS:

- Experience in all areas of facility maintenance including:
  - Carpentry, plumbing, electrical and mechanical
- Ability to schedule and coordinate routine maintenance of equipment & vehicles
- Ability to assess and problem solve
- Ability to organize and prioritize tasks
- Ability to maintain records and receipts
- Must have tools necessary to perform tasks involved

### RESPONSIBILITIES:

1. The Maintenance Coordinator will complete tasks outlined on the monthly Maintenance Checklist and submit completed form to the Program Manager by the 5<sup>th</sup> of the following month.
2. Monitor safety measures and insure that all facility and related transportation maintenance tasks are completed on schedule.
3. Run monthly fire drills.
4. Maintain a written log outlining work performed on specific tasks.
5. Monitor and maintain Soundview appliances and furnishings or research best buy and arrange with Program Manager and Director when new purchase is needed.
6. Monitor and maintain Soundview equipment and tools.
7. Collect and complete work orders.
8. Contact professional repair agencies when maintenance and repair work exceeds the functional ability of the Maintenance Coordinator. Will perform quality assurance role on such occasions as directed by Executive Director
9. Obtain approval from the Executive Director for purchases over \$25.
10. Maintain a mileage log when using personal vehicle to perform work responsibilities. Will receive mileage compensation from designated home base per established rate.
11. Will perform the responsibilities of the Maintenance Coordinator at Soundview Group Home and Supported Living as needed.
12. Will perform Maintenance Coordinator work as scheduled and anything else requested by the Program Manager or Executive Director.

