

JOB TITLE:

Maintenance Coordinator

ACCOUNTABILITY:

Manager

JOB SUMMARY:

The maintenance coordinator will have the overall responsibility for maintaining the community building and grounds, as well as all related equipment. This includes responsibility for the total operation of the building, grounds, and equipment room, as related to maintenance within the policies and procedures as outlined in the Policy & Procedures Manual.

DUTIES AND RESPONSIBILITIES:

Operations:

- Have empty apartments ready for move-in in a timely manner.
- The Maintenance Coordinator is required to do the following tasks: maintenance repairs, painting, carpet cleaning, and general cleaning if housekeepers are not available.
- Maintain files on each apartment, community areas, and outside grounds.
- Upon approval of the Manager, complete work orders and return copy to Manager when completed.
- Must obtain and maintain a chauffeur's license within 30 days of hire.
- Responsible for completing and documenting scheduled preventive maintenance.
- Responsible for daily walk through of building and grounds picking up debris and writing up work orders, as needed.
- Responsible for spring and fall inspections.
- Be responsible for garbage control.
- Be responsible for making sure the grounds are maintained to preserve a home-like appearance (free from weeds, etc.).
- Assist in emergencies; i.e. fires and power outages.
- Shovel snow.
- During regular working hours be responsible for stabilizing an emergency.
- Assist the Manager in cost and performance evaluation of vendors.
- If necessary, you may be called during off hours or weekends for any emergencies within the Community.
- Use personal protective equipment, as required.
- Use OSHA safety precautions i.e. Lock Out Tag Out.
- Attend all bi-weekly in-services, mandatory meetings, coordinators' meetings, and other meetings and committees as assigned by the Manager.
- Be a part of the safety team.
- Be aware of any unsafe conditions and report them to the Manager immediately.
- Answer telephone promptly and courteously.
- Use proper body mechanics when lifting or pushing items.
- Share ideas and comments you feel would benefit the Community.
- Follow all Policies & Procedures and the Employee Handbook.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) regulations.

- Comply with all state regulations as they apply to Assisted Living certification.
- Complete incident report forms as necessary for residents, self, or co-workers.

Budget:

- Purchase orders must be pre-approved by the Manager.
- Maintain inventory of maintenance equipment and supplies and perform annual inventory of all item.
- Keep within the budget guidelines.

CONTACTS:

Manager	Inspectors
Co-workers	Emergency medical personnel
Residents	Suppliers
Residents' families	Vendors
Visitors	

REQUIRED SKILLS AND ABILITIES:

- Able to lift between 40 and 50 lbs up to 40 inches
- Able to work on a ladder
- Self directed and motivated
- Willing to accept supervision
- Good communication skills
- Listening skills
- Commitment to the elderly
- Patience and flexibility
- Calm, friendly demeanor
- Ability to work independently and as part of a team

REQUIRED EDUCATION AND/OR TRAINING:

- High school diploma and 1 - 3 years job related experience

PREFERRED EXPERIENCE:

- Training on Lock Out Tag Out Program
- Small Equipment Program
- Any HVAC training, or licensed to do HVAC
- Any certificates of completion for plumbing or electricity
- Experience working with the elderly

On this _____ (day) of _____ (month), _____ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

All job descriptions are subject to change based on business needs.