

**Volunteers of America of Oklahoma
Job Description**

Title: Maintenance Coordinator
FLSA Classification: Non-Exempt
Career Band: Support (S1-S2)
Department: Housing
Reports to: Chief Operating Officer

Job Summary:

The Maintenance Coordinator will be responsible for the prompt and efficient preventive and corrective maintenance of various Volunteers of America of Oklahoma Tulsa, OK area properties.

Job Duties:

- **Requires incumbent to be on call and respond, if required, to emergencies on the property when informed.**
- Participate in and/or supervise all maintenance projects, assign and/or complete work orders, and ensure all work is done properly and on a timely basis.
- Inspect grounds and building exterior, as required to ensure safe working and living conditions.
- Responsible for inventory control of the maintenance supplies and utilization of maintenance equipment.
- Maintain accurate records regarding preventative maintenance, service requests, apartment make-ready, and periodic inspections.
- Maintain MSDS books and instruct maintenance staff in its use.
- Maintain adequate lighting for interior and exteriors of the properties.
- Make recommendation to regarding necessary maintenance repairs, preventative maintenance, and property improvements.
- Perform scheduled maintenance on all equipment based on the manufacturer's recommendations.
- Supervise lawn, grounds, and maintenance staff as directed.
- Supervise outside repairs and contract work authorized by the organization.
- Assist with apartment turnover procedures.
- Perform service requests per assigned work orders.

- May be responsible for grounds maintenance to include, mowing, fertilization, watering, use of weed removal machinery, raking, and trash removal as requested.
- Assist with other projects as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and carry objects weighing up to 50 pounds and occasionally lift or move objects, with appropriate equipment (dollies, hand trucks, etc.), weighing more than 50 pounds. Frequent pushing and pulling is also required. Must be capable of using extension ladders to access roof, windows and siding to make repairs as needed.

Qualifications and Skills:

Required Qualifications:

- 5 years experience in general maintenance to include heating, air conditioning, electrical and plumbing equipment, painting and light carpentry.
- 18 years of age or older.
- Must have and maintain a working telephone contact number.
- Possess a valid Social Security Card.
- Possess a valid Oklahoma Driver's License.
- Have reliable transportation.
- Proof of current car insurance (your name must be on the policy).
- Maintain an acceptable driving record, Oklahoma State Bureau of Investigation criminal history checks, and Community Service Registry Record checks.

Preferred Skills:

- Possess a high school diploma or GED.

Certification of Understanding:

The company reserves the right to revise or change job duties as business needs dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood the company reserves the right to change the work schedule as required, to include overtime.

I have read and understand this job description and the professional expectations of the position and am qualified to perform the duties listed above. I acknowledge this description provides a representative summary of the major duties and responsibilities of the position and that other job related tasks may be assigned by my supervisor.

This position is subject to random drug testing. Refusal to take a drug and/or alcohol test will be grounds for immediate dismissal.

Employee Signature: _____ Date: _____

Employee printed name: _____