



## **JOB DESCRIPTION**

**Job Title:** Maintenance Coordinator

**Program:** Administration

**Status:** Non-Exempt

**Reports To:** Human Resources Director

### **JOB SUMMARY:**

Working close with the Director of Human Resources, the Maintenance Coordinator is responsible for maintaining the cleanliness, safety and physical condition of all facilities belonging to CATS.

### **ESSENTIAL JOB DUTIES:**

- Regularly walk through and inspect CATS buildings/equipment for safety issues and addressing any problems.
- Regularly inspect CATS equipment (elevators, heaters/boilers, etc.) to insure that all equipment is operating efficiently and safely.
- Regularly perform minor repairs and maintenance that does not require a professional contractor/vendor.
- Contact and request bids for maintenance and repairs from prospective vendors/contractors.
- Schedule, coordinate, supervise and review contractors/vendors for maintenance and repair projects.
- Maintain a log of regularly scheduled required maintenance for elevators, water, heaters/boilers, fire alarms, sprinkler system, to insure compliance with city, state and federal regulations. Log should show the property location/name, what needed to be done, when was last date it was done and future dates to be done again.
- Daily completion of the Maintenance Coordinator “work orders and sign in sheet.”
- Plan and schedule the cleaning and painting of vacant apartments.
- Inform and report to the Director of HR of the above mentioned tasks.
- Inform the Director of HR about purchases of materials and small equipment that are required for minor/basic maintenance and repairs from our vendors.
- Must be available on off hours, off days including weekends and holidays for emergency calls/duties.
- Must have a California driving record acceptable to our vehicle insurer.
- May participate in the California DMV Pull-notice Program if authorized to drive a company vehicle.
- Perform other duties as assigned.

### **BACKGROUND & QUALIFICATIONS:**

- 1 year of Maintenance and janitorial experience.
- Painting/Drywall – ability to make repairs to drywall, texture, taping, painting.
- Electrical – ability to repair and trouble shoot electrical problems.
- Plumbing – ability to complete minor repairs and replace sinks, toilets, water heaters, etc.

- Must be well organized and have excellent time management skills.
- Must have the ability to work with minimal supervision.
- Must be comfortable working around and interacting with the participants we serve.
- High school diploma or G.E.D.
- CPR and first aid certification within 90 days of hire.

**PHYSICAL REQUIREMENTS:**

- Must be able to stand, walk, sit and drive as needed throughout the day for extended periods of time.
- Must be in good physical condition to perform job duties requiring frequent use of the entire body.
- Frequently required to complete tasks in an environment where interruptions may be constant and background noise is present.
- Ability to move throughout buildings including stairs, between buildings, and out in the community.

To apply, please submit a current resume and cover letter to [jobs@catsinc.org](mailto:jobs@catsinc.org).