



**COMMUNITY AWARENESS & TREATMENT SERVICES, INC.**

*CATS helps those most in need get off the street, achieve stability and establish permanent housing by providing compassionate, culturally sensitive services.*

**TITLE:** Maintenance Coordinator

**JOB DESCRIPTION:** The Maintenance Coordinator is responsible for maintaining the cleanliness, safety, and physical condition of all facilities within CATS.

**RESPONSIBILITIES WILL INCLUDE THE FOLLOWING:**

1. Responsible for the repair, maintenance, and janitorial care of all programs.
2. Perform routine maintenance at CATS facilities including all programs sites.
3. Assist in the purchasing and inventory of supplies for all programs.
4. Assist the CFO in overseeing contracts related to vendor leases and construction projects.
5. Prepare reports as needed for CATS executive office.
6. Adhere to established policies and procedures.
7. Training and meeting attendance.
8. Other duties as assigned.

**REPORTS TO:** CFO

**EDUCATION:** At least a high school diploma or equivalent in education and work experience.

**QUALIFICATIONS & EXPERIENCE:**

1. A minimum of three years experience in maintenance, construction, and/or facility management; solid experience as a handyman.
2. Able to operate small tools.
3. Able to wash, clean, and paint.
4. Good communication skills, both oral and written.
5. Able to communicate effectively with supervisors.
6. Able to read, understand, and negotiate contracts.

7. Able to interact favorably with contract providers and vendors and effectively explain maintenance situations to vendors.
8. Basic computer knowledge.
9. Ability to multitask, work independently, and exercise sound judgment and decision-making.
10. Able to supervise contractors on jobs.
11. Understanding of safety issues.

**PHYSICAL HEALTH:** Be physically fit to lift at least 100 pounds.

**TRANSPORTATION:** Be licensed to operate an automobile.

**SALARY:** \$23/hour

**STATUS:** Nonexempt