

COMMUNITAS – Staff Position Description
SUPERVISORY

TITLE: Maintenance Coordinator

REPORTS TO: Director of Operations

POSITION SUMMARY

This position is responsible for providing coordination of the maintenance and repair of Communitas homes, properties and offices in accordance with relevant legislation, including Building Code, Fire Code(s), Health and Safety Regulations and Agency policies and procedures. The maintenance coordinator works with the various program managers and directors to determine the scope of repairs needed within an agreed upon timeline, and also manages maintenance staff and contractors.

TASKS PERFORMED: COORDINATOR

1. Participates with the Director of Operations in developing the overall maintenance plan for Communitas buildings, properties and offices, including:
 - Long-term capital asset management plan.
 - Annual preventative maintenance plan.
 - General maintenance & repairs.
2. Establishes patterns and standards of maintenance and repair and implements a preventative maintenance plan for each property operated by Communitas.
3. Coordinates various renovation and rebuilding projects in existing sites; identifies and uses contracted professionals when necessary/required for all agency properties
4. Oversees maintenance tickets and plans the schedule and priority of each ticket.
5. Assists with a quarterly audit of the maintenance ticket system.
6. Coordinates maintenance staff in order to address requests & ongoing preventative maintenance.
7. Responds to maintenance emergencies and deploys staff and resources, as needed.
8. Provides updates to Director of Operations regarding project progress & other necessary updates.
9. Maintains cost control in accordance with established budgets and adheres to financial policies, including sourcing appropriate quotes for large jobs.

TASKS PERFORMED: MAINTENANCE

1. Researches/maintains list of emergency services (e.g. plumber) for all program locations
2. Consults with North Island staff on maintenance issues and assists with coordinating local services
3. Ensures all property and equipment is in safe working condition
4. Responds directly to general maintenance requests, as needed, to ensure a timely response.
5. Works directly with managers & directors to ensure licensing regulations are met
6. Understands regulations and ensures that licensed homes are not contravening the regulations

REQUIREMENTS

- Diploma-level education, facilities management training or trade qualifications
- Minimum 3 years of recent knowledge & experience with repair & maintenance, including: general construction, plumbing, electrical, and appliances
- Good at taking initiative and highly motivated & ability to take identify creative solutions
- Excellent organizational and time management skills
- Philosophy of support for people that is in line with Communitas mission, vision and values
- Ability to model appropriate work behaviour to others (i.e. conduct, performance, people-centred, compliance with policy and procedures, standards of integrity and professionalism)
- Ability to receive and give direction and work as a member of the team
- Able to work independently without supervision
- Possession of a valid Class 5 BC driver's license