

Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title: Maintenance Coordinator Grade: 8
Exemption Status: Non-Exempt Department: Housing
Authorization: _____
Executive Director
Acknowledged: _____
Employee Revised: December, 2020

Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	High School plus 2 years
Job Related Experience:	3 years
Special Requirements:	MN Boiler's License Valid MN Driver's License
Supervision Given:	Joint Supervision of Public Housing Property Specialist
Supervision Received:	Executive Director with limited oversight by the Property Manager(s)

Job Summary: Under the direction of the Executive Director or Property Manager, performs intermediate skilled technical work planning, organizing, and supervising the daily maintenance operations for agency-wide structures, sites, and equipment. Executes maintenance duties as necessary. Oversees maintenance program operations according to approved policies, procedures, laws and regulations

Essential Functions:

1. Supports Property Managers with oversight of maintenance service contract to include monitoring, inspection and completion of work before payment is authorized.
2. Responsible for the overall operation of apartment building boiler systems in accordance with state code, including regular monitoring, adding chemicals, licensing, performing regular maintenance, and coordinating maintenance with a vendor when necessary.
3. Advises Property Managers of building system issues (or Executive Director for central office building) and coordinates, repair/replacement of such systems. Handles emergency maintenance issues when needed.
4. Develops and maintains schedules of preventive maintenance for housing complexes and central office in all areas. Assists in the preparation of annual budgets by projecting needed maintenance requirements.

5. Coordinates grounds maintenance with regard to lawn care, landscaping, snow removal, ice treatment, etc. Handles disposal of items that cannot be disposed of in the regular disposal service.
6. Assists with inspection of units and initiates work orders for any needed repairs. Coordinates preparation of vacant units and confers with Property Manager on the unit condition.
7. Responds to fire, elevator and other emergency warning systems and vendors; identifies problem and reacts appropriately.
8. Monitors creation and issuance of key and lock systems for all properties.

Non-Essential Job Duties:

9. Performs related work as required.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Activity</i>	<i>Frequency</i>	<i>Activity</i>	<i>Frequency</i>
Sit	Occasionally	Using hands to finger, handle or feel	Continuously
Stand	Occasionally	Speaking or hearing	Frequently
Walk	Frequently	Carry/Lift up to 50 lbs.	Frequently
Stoop, kneel, crouch or crawl	Frequently	Carry/Lift up over 100 lbs.	Occasionally
Push/Pull	Frequently	Reaching with hands and arms	Frequently
Climb/balance	Occasionally	Taste/smell	Occasionally
Repetitive motions	Frequently	Exposure to outdoor weather conditions	Frequently
Exposure to wet, humid conditions (non-weather)	Occasionally	Working near moving mechanical parts	Occasionally
Exposure to fumes or airborne particles	Occasionally	Exposure to extreme cold and heat (non-weather)	Occasionally
Exposure to blood-borne pathogens	Occasionally	May be required to wear personal protective equipment	Occasionally

Vision requirements: close vision; distance vision; ability to adjust focus; depth perception; color perception; night vision and peripheral vision

Vocal communication: required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly

Hearing: required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Sensory utilization: requires preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts within arm's length; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

Noise level: moderate