

# THE ROAD HOME DANE COUNTY

## Job Description

Job Title:	Facilities/Maintenance Coordinator	Classification:	Non Exempt
Reports to:	Executive Director	Date:	January 2019

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### Position Summary

The Facilities/Maintenance Coordinator is responsible for the cleaning, waste disposal, maintenance, security, and services of the building and ensuring they meet the needs of the organization and its employees.

### Position Responsibilities and Essential Functions

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties

- Regularly cleans the inside of the building (vacuum, dust, etc.).
- Manages the waste disposal program, includes emptying trash and recycling.
- Clean and sanitize Restrooms, Breakroom, Kitchen and Conference Room or Program Space tables if used.
- Performs preventative maintenance in the building and/or grounds as required.
- Schedules service vendors for building and vehicle repairs.
- Maintains supply inventories.
- Manages a maintenance program, including heating, air conditioning and maintenance and repair of the buildings and equipment.
- Responsible for the security of the building and parking lot area.
- Ensures that basic facilities, such as water, heating and air conditioning are maintained
- Reports any defective materials to the Executive Director.
- Responsible for obtaining quotes for various maintenance projects.
- Ensure facilities meet government regulations.
- Performs minor repairs, troubleshooting and adjustments of locks on cabinets, doors, desks.
- Inspect and maintain exterior as needed.
- Shovel and salt sidewalks as needed to keep clear
- Involvement in disaster response plans

### **Competencies:**

Teamwork Orientation, Problem Solving, Initiative, Thoroughness, Project Management, Time Management, Technical Capacity, Communication Proficiency, Flexibility

### **Supervisory Responsibility:**

This position will not have any supervisory responsibility

### **Required Education and Experience:**

- At least 2 years of experience working in maintenance/facilities
- Ability to prioritize, meet deadlines and multi-task while paying close attention to detail
- Ability to work on a team and independently
- An Associate's degree or certificate in Facilities Management would be preferred, but not required.

## **Physical Demand/Work Environment**

*Physical Demands:* The physical demands and work environment described here are representative to those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is regularly required to use hand, reach with hands and arms, talk and hear. The employee will also walk, sit, stoop, kneel, crouch and lift and/or move up to 50 pounds.

*Work Environment:* This job operates in a professional office environment and outdoors, depending upon the maintenance work required. The position may be exposed to dust, odor while performing this position. This role will use a variety of hand and electrical tools. This position also will work with office equipment such as computers, phones and copier, filing cabinets. The noise level in the work environment is usually moderate. This position requires exposure to outside weather conditions.

**Hours:** This is a part-time (20 hours or less) position Monday through Friday with core hours between 7 a.m. and 4 p.m. This position should be available during emergencies, which may occur on evenings or weekends

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This job description does not alter the company's employment-at-will.

Please email a cover letter and resume with salary requirements to [dianes@trhome.org](mailto:dianes@trhome.org)

**AA/EEO Statement:** It is the policy of The Road Home to provide equal employment opportunity to all persons regardless of race, color, sex, sexual orientation, gender identity, disability, age, religion, national origin, pregnancy or childbirth, ancestry, physical appearance, income level, source of income, political beliefs, marital, genetic, student or veteran status, less than honorable discharge, arrest or conviction record, or any other characteristic protected by law.