



Executive Office

4500 Inkster Road, Inkster, Michigan 48141-3068 ~ (313) 561-2892

Fax: (313) 561-2893

Internal / External Job Posting

DATE:	July 3, 2018
JOB TITLE:	Maintenance Coordinator
REPORTS TO:	Asset Manager
CURRENT WORK SCHEDULE:	Monday – Friday, 8:00AM – 5:00PM – On Call
FLSA:	Management Exempt
PAY RATE:	Annual \$35,000 - \$45,000 Depending on Qualifications

GENERAL DESCRIPTION:

Under the direction of the Asset Manager, the incumbent of this position is responsible for the coordination and scheduling the work of maintenance staff for activities related to the maintenance of dwelling and non-dwelling facilities, grounds, storage areas, and automotive equipment.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Associates degree with major course work in Property or Facilities Management, or a related field from an accredited college or university. Four (4) or more years of progressive management and supervisory experience, with at least two (2) or more years of overseeing a public or private multi-family housing management division and maintenance practices OR six (6) years equivalent combination of education and experience in housing and commercial management.

Licenses and Certifications

Valid driver's license in good standing; Eligible for coverage under the IHC fleet auto insurance.

Maintenance Management Certification within 1 year of employment.

Uniform Physical Code Standards Certification within 1 year of employment.

Knowledge, Skills and Abilities

Knowledge of Public Housing UPCS and REAC Inspection requirements, ability to monitor inspections and train site staff in same.

Ability to make mathematical computations quickly and accurately; maintain clear and accurate records; ability to compose reports and presentations for superiors and other parties to communicate ideas clearly.

Assist with preparing a monthly Management Information Systems report which reflects the IHCs position as it relates to work orders, vacancies, contractors, preventive maintenance, or other program position relative to applicable measurement that result in scoring or funding outcomes.

Ability to analyze organizational needs, requirements; prepare recommendations and train staff as needed. Ability to coordinate the work of departmental staff and delegate responsibilities effectively.

Working knowledge of administrative procedures and equipment; strong computer skills, strong skills in oral and written communication.

Ability to exercise judgment, tact and diplomacy; ability to develop and maintain effective working relationship with commissioners, associates, employees, representatives of other organizations, regulatory agencies and the general public.

Strong work habits that include setting priorities and planning strategies; setting a positive example for other IHC staff.

Knowledge of construction methods, codes, and plans.

Working knowledge of various City Codes in Wayne County, federal regulations and construction methods. Ability to read blueprints, shop drawings, sketches and specifications, interpret construction requirements and make appropriate inspections.

Working knowledge of electrical, plumbing and HVAC/R standards and maintenance techniques.

Ability to operate a variety of applicable hand-tools, shop tools, and devices.

HOW TO APPLY: APPLICATION DEADLINE: Tuesday, July 10, 2018, 5:00PM

Submit letter of interest and resume prior to deadline to:

Name: Paul E. Bollinger, interim Executive Director

Address: IHC Administration Building, 4500 Inkster Rd. – Inkster, MI 48141

Email address: bollingerp@inksterhousing.org

**Inkster (MI) Housing Commission
Job Description**

Title: **MAINTENANCE COORDINATOR**

Classification: Management

FLSA: Exempt (Salary)

General Description: Under the direction of the Asset Manager, the incumbent of this position is responsible for the coordination and scheduling the work of maintenance staff for activities related to the maintenance of dwelling and non-dwelling facilities, grounds, storage areas, and automotive equipment.

Reports to: Asset Manager

Supervises: Indirect supervision of Maintenance Staff

Essential Functions:

An employee in this class may be called upon to perform any and all other tasks listed below. This list of examples does not include all of the tasks, which the employee may be asked to perform.

- Coordinate and indirectly supervises the work of all maintenance staff (Maintenance Serviceperson, Custodian, and Facilities Helper/Groundskeeper) including: Assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations. Collaborates with the Asset Manager, in the selection and training of new employees, acts on employee problems, recommends discipline. Responsible for properly interpreting collective bargaining language and ensuring employees are following policy, procedures and practices per agency policy.
- In collaboration with the Asset Manager, tracks vacant units, schedules work orders and the renovation of vacant units, and conducts move-out inspections with the Asset Manager.
- Performs quality control inspections for completed work orders; reviews completed projects and contractor work for accuracy, completeness, and compliance with established contracts, standards, and specifications.
- Ensure resolution of escalated maintenance issues; serves as a liaison to the Asset Manager and Director of Asset Management & Modernization on emergency maintenance or maintenance-related customer service matters.
- Assists in preparation of bid specifications and solicits bids from contractors for all contracted work as it relates to maintaining IHC structures and grounds to ensure residents receive clean, safe, and decent housing.
- Prepares a variety of narrative and statistical records, reports, and files, related to projects, contractors, plans, and special activities.

- Obtains maintenance materials as needed and maintains equipment, vehicles, and tools; ensures that the equipment is clean and safe for operation.
- Procures materials and contractors in accordance with applicable policies and procedures; assist with monitoring payment of contractors.
- Manages the inventory control system for maintenance and janitorial supplies at inventory points within the Asset Management Project (“AMP”).
- Provides appropriate solutions to maintenance issues and questions (e.g. repair versus replacement decisions, in-house versus outsourcing decisions, and troubleshooting) on a timely basis.
- Monitors repairs in accordance with Uniform Physical Condition Standard (“UPCS”) and Real Estate Assessment Center (“REAC”) inspections, Maintenance Plan, and Preventive Maintenance Plan.
- Provides technical and functional support for projects as assigned by the Asset Manager.
- Coordinates and participates in voluntary after-hours and weekend service program; assists maintenance staff after hours as required; completes and signs off on all paperwork related to overtime hours claimed are accurate.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions and maintains licenses and certifications as required.
- Performs skilled and semi-skilled labor in repair of dwelling and non-dwelling facilities, grounds, and storage areas.
- Complete the repair, replacement, and troubleshooting of electrical systems and components; plumbing systems and components, HVAC/R systems and components, carpentry, masonry, and grounds.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of Public Housing UPCS and REAC Inspection requirements, ability to monitor inspections and train site staff in same.
- Ability to make mathematical computations quickly and accurately; maintain clear and accurate records; ability to compose reports and presentations for superiors and other parties to communicate ideas clearly.
- Assist with preparing a monthly Management Information Systems report which reflects the IHCs position as it relates to work orders, vacancies, contractors, preventive maintenance, or other program position relative to applicable measurement that result in scoring or funding outcomes.
- Ability to analyze organizational needs, requirements, prepare recommendations and train staff as needed. Ability to coordinate the work of departmental staff and delegate responsibilities effectively.
- Working knowledge of administrative procedures and equipment; strong computer skills, strong skills in oral and written communication.
- Ability to exercise judgment, tact and diplomacy; ability to develop and maintain effective working relationship with commissioners, associates, employees, representatives of other organizations, regulatory agencies and the general public.

- Strong work habits that include setting priorities and planning strategies; setting a positive example for other IHC staff.
- Knowledge of construction methods, codes, and plans.
- Working knowledge of various City Codes in Wayne County, federal regulations and construction methods. Ability to read blueprints, shop drawings, sketches and specifications, interpret construction requirements and make appropriate inspections.
- Working knowledge of electrical, plumbing and HVAC/R standards and maintenance techniques.
- Ability to operate a variety of applicable hand-tools, shop tools, and devices.

Qualifications, Knowledge and Skills:

- Associates degree with major course work in Property or Facilities Management, or a related field from an accredited college or university.
- Four (4) or more years of progressive management and supervisory experience, with at least two (2) or more years of overseeing a public or private multi-family housing management division and maintenance practices OR six (6) years equivalent combination of education and experience in housing and commercial management.
- Ability to work flexible hours and available on a twenty-four (24) hour on-call basis.
- Demonstrated ability to develop and supervise a team.
- Knowledge of Uniform Physical Condition Standards and maintenance of facilities including vendors and contractors accountability of work.
- Ability to effectively plan, direct, and supervise the work of others, delegate responsibility and authority, and hold others accountable for tasks assigned. Operate within departmental budget.
- Excellent interpersonal skills communicating clearly, effectively, and concisely both orally and in writing.
- Valid driver’s license in good standing; Eligible for coverage under the IHC fleet auto insurance.
- Maintenance Management Certification within 1 year of employment
- Uniform Physical Code Standards Certification within 1 year of employment
- Proficient user of modern office equipment and computer applications as related to the work.

Materials and Equipment Used:

Personal Computer, Calculator, General Office Equipment, Cell phone

Work Environment and 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 could be made to enable individuals with disabilities to perform the essential functions.

Work is performed in IHC properties, facilities and outdoors, which may cause the employee to experience a range in temperatures and other weather conditions. The noise

level may be loud and the environment may be more hazardous than a standard office environment.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other Requirements:

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission.

Additional Information:

This is an at-will position, with no tenure vested. Continued employment is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with IHC policies and procedure.

Inkster Housing Commission reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

Read and Acknowledged

Employee Signature

Date

Employee Name (printed)

Approval of Appointing Authority

Date