

JOB DESCRIPTION

Job Title: Maintenance/Facilities Team Leader

Program: Maintenance

Reports To: Property Manager

Manages the following positions: Maintenance Support/Groundskeeper

FLSA Status: Non-Exempt

Approved Date: July 1, 2016

The Maintenance position supports the agency's mission, philosophy and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to the communities and persons served, and accountability and ownership.

SUMMARY

The Maintenance position is the lead employee responsible for maintaining the day-to-day operations and assuming responsibility for maintaining the physical asset of the properties under the direction of the Property Manager. The position requires training and providing work direction and guidance to Maintenance Support while performing corrective and preventive maintenance procedures. The position requires close coordination and communication with agency managers. In addition, this position is required to work successfully with outside vendors and contractors. This position is also responsible for the coordination of large agency donations as well as volunteer services. This position strives to achieve fulfillment of its goals and objectives to the fullest extent possible. This position reports directly to the Property Manager. Necessary qualifications include:

- excellent communication skills
- ability to work effectively and independently with various levels of employees, community leaders and other related agency business interests
- ability to represent in its work the diverse communities served
- ability to learn and use maintenance computer software to initiate and track work orders
- advanced construction, plumbing and electrical knowledge

Principle Duties and Responsibilities

1. Determine day-to-day and projected maintenance and facility needs. This position serves as a principle representative of the agency to ensure the functioning of the facility and the safety of its residents and staff. This includes but is not limited to:

- evaluating and prioritizing daily routine and emergency maintenance needs

- contacting and scheduling outside vendors and contractors as needed with proper approval
- protecting the confidentiality of consumers with outside vendors and contractors
- timely repairs to the facility as needed; *which include but are not limited to:*
 - Performing corrective maintenance on electrical devices/fixtures (i.e. diagnose, repair and/or replace issues with: smoke detectors, thermostats, light fixtures, ceiling fans, outlets, light switches, etc.).
 - Performing corrective maintenance on HVAC units (i.e. remove PTAC units and clean properly, diagnose and repair heating/cooling issues, etc.).
 - Performing corrective maintenance on plumbing fixtures (i.e. replace bobber, float, handle, or any other internal part of a toilet; remove and replace a defective toilet; remove and replace sinks, faucets, shower drains, etc.).
 - Performing light carpentry duties (i.e. remove and replace exterior and interior doors, hanging cabinets, painting units, repair small water damage to sheetrock, etc.).
- networking and maintaining vendor and contractor relationships
- working closely with agency managers in order to ascertain expenses and budgetary constraints as they pertain to facility projects
- using discretion to recommend future facility projects

2. Coordinating safety issues. This position requires discretionary preparation and notice of facility safety issues. This includes but is not limited to:

- determining need for observed resident housekeeping, safety or health issue to appropriate case manager or supervisor
- maintaining current knowledge of ADA, fire and other health and safety requirements for licensure, accreditation, certification or inspections

3. Respond to unplanned facility emergencies. This position provides support to the facilities as needed outside of regularly scheduled work hours.

4. Assist in the set-up and tear-down of special agency events. This position assists agency managers with planning and organizing special agency events that may require a variety of tasks.

5. Light cleaning duties as assigned.

6. Collaborate and coordinate with agency managers and other positions as needed.

Qualifications/Skills and Knowledge Requirements

1. High school or equivalency diploma
2. Excellent communications skills, both written and verbal
3. Ability to work effectively with all levels within the organization and with those outside the agency
4. Ability to represent the agency effectively
5. Understanding and appreciation for diverse communities
6. Advanced computer skills
7. Minimum of 5 years maintenance experience
8. Minimum of 2 years supervisory experience

Supervisory/Management Responsibility

- monitoring Maintenance Support/Groundskeeper and evaluating performance
- delegating work to Maintenance Support/Groundskeeper and ensuring timely completion
- assisting Maintenance Support/Groundskeeper with issues that may arise from time-to-time

This in no way defines all expectations of the position. Other responsibilities may be assigned.

Physical Demands

Activity	None	Under 1/3 of time	1/3 to 2/3's of time	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands or arms			X	
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear			X	
Taste or smell		X		
Lift up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Work Environment

Issue	None	Under 1/3 of time	1/3 to 2/3's of time	Over 2/3
Wet or humid, non-		X		

weather, conditions				
Work near moving mechanical parts			X	
Work in high precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme, non-weather, cold	X			
Extreme, non-weather, heat	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Supervisor Signature

The above signature indicates review and understanding of the job description, and that a copy has been provided to the employee.