



**Job Title:** Maintenance Coordinator  
**Department:** Maintenance  
**Reports To:** Maintenance Supervisor  
**Position Classification:** N04  
**Approved Date:** December 2015

**Position Summary:**

The Maintenance Coordinator manages the administrative functions of the Loveland Housing Authority's maintenance department and provides technical and clerical assistance to the maintenance department staff.

**Essential Duties:**

- Responsible for all tasks related to the office administration of the maintenance department.
- Assist the Maintenance Supervisor in ensuring all LHA properties meet or exceed the quality standards for occupancy established by the LHA Board of Commissioners.
- Actively participate with the maintenance supervisor in the development of the annual maintenance and vacancy budgets.
- Ensure that LHA subcontractors provide the appropriate documentation such as general liability insurance, workers' compensation certificates of insurance, and Pinnacle Independent Contractor Determination forms and maintain a database of required insurance documentation.
- Participate with the maintenance supervisor in the identification and prioritization of long-term capital needs for each complex including estimates associated with work achievement.
- Manage and coordinate all aspects of the purchase order process.
- Assist maintenance technicians with time entry.
- Process all requested materials ordering through vendors, verify billing and received materials then make necessary corrections with vendors.
- Assist supervisor with preparation and distribution of all vendor contracts.
- Train maintenance technicians on relevant administrative tasks.
- Receive work order requests from managers and residents and create work orders.
- Manage the entire work order process which includes receiving, recording, tracking, determining urgency, appropriate staff assignment, and materials needed.
- Responsible for creating reports and spreadsheets for the organization.
- Complete & submit required regulatory agency forms.

**Supervisory Duties:**

None

**Job Qualifications**

**Knowledge, Skills, and Ability:**

- Employee must be proficient with technology, as operating LHA computer systems and software, including Microsoft Office Suite (Outlook, Word, Excel, etc.), is required.
- Must have knowledge of basic office practices, procedures, and equipment.
- Must be receptive to new ideas and show an eagerness and capacity to learn new technology-based systems.
- Must have the ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals and write routine reports and correspondence.
- Must have the ability to speak effectively before groups of customers and employees of organization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



**Licenses/Background Check:**

- Must possess and maintain a valid Colorado driver’s license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.
- A criminal history and motor vehicle background check is required.

**Education and Experience:**

- Equivalent of high school diploma or equivalent required
- Minimum of three years of office administration experience is preferred.

**Core Competencies:**

Teamwork	Responsiveness
Collaboration	Attention to detail
Professionalism	Organizational skills
Innovation	Problem solving skills
Integrity	Active listening
Trust	Positive attitude

**Working Environment**

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently. Occasionally work will be performed in the field. Work is generally completed during normal office hours but may occasionally include evenings or weekends.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the Maintenance Coordinator position.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*