

Title: Maintenance Coordinator

FLSA Status: Non-Exempt

Reports to: VP of Property Management

Position Summary

The Maintenance Coordinator is responsible for assisting property management with tracking work orders and maintenance requests.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement

- Communicate and assist with scheduling contractors.
- Send and request invoices and estimates to contractors.
- Assist with emergency maintenance calls on the evenings and weekends.
- Communicate with tenants.
- Assist around the office as needed.
- Ensure contractors send invoices in a timely manner.

Competency Statements:

- Self-motivated and results oriented, able to set own agenda within wide parameters.
- Ability to take control of a project and see it through.
- Highly organized with flexibility to jump from priority to priority, which are essential to a role that juggles a variety of functions and projects.
- Excellent communication skills required, including active listening and effective speaking to a diverse audience.

Supervisory Responsibility

This role has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required.

Stand	O	Reach above shoulder	N
Walk	O	Climb	N
Sit	C	Crawl	N
Reach Outward	O	Squat/Kneel/Bend	N

Lift/Carry

Push/Pull

10 lbs or less	N	10 lbs or less	N
11-20 lbs	N	11-20 lbs	N
21-50 lbs	N	21-50 lbs	N
50+ lbs	N	50+ lbs	N

N (Not Applicable)	Activity is no applicable to this occupation
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently)	Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)
C (Constantly)	Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a full-time position with typical working hours of Monday through Friday, 8:00 a.m. to 5:00 p.m.
Hours and work shift may change in accordance with business needs.

Education and Experience

Education: Highschool Diploma or GED required

Computer Skills: Basic skill level in Microsoft Office, Excel, and Word or google suite.

Preferred Education and Experience

Experience: 1+ years in property management or maintenance management.

Computer Skills: Proficient skill level in Microsoft Office, Excel, and Word or google suite.

Additional Eligibility Qualifications

Must be able to accomplish all duties with little to no assistance.

Other Duties

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.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law.

Signatures:

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.