Maintenance Coordinator

Job Category: Maintenance

Requisition Number: MAINT001339

Apply now

Posted: June 27, 2022

Full-Time

Broadway Office
San Diego, CA 92101, USA

Job Details

Description
Salary: $65,707.20 - $80,019.68 annually

Type: Regular full time, fully benefitted

Reposted: June 27, 2022

Application deadline: Open until filled

9/80 Compressed Work Schedule, Office closed every other Friday, 11 paid holidays, Employer paid pension contribution of 14% to base salary, 457 tax-deferred savings plan, social security exempt, Tuition reimbursement up to $4,600 annually, Sharp PPO or HMO Plan, Kaiser Permanente HMO Plan, Dental, Vision, and Flexible spending account and more.

Type: Regular full time (fully benefitted), exempt. To see full benefits package, please visit:


Examples of Essential Job Functions:

- Performs on-site inspections of all Commission assets; performs quality control inspections related to work performed by internal and external vendors and employees. Verifies all work meets industry quality and safety standards. Prepares reports to reflect inspection results.
- Conducts interior and exterior on-site inspections of Commission-owned housing units and communities to ensure the units are safe, decent and sanitary and comply with HQS as provided in program regulations. This includes the maintenance status and operating condition of all interior aspects of the dwelling unit and its appliances, electrical and plumbing, floor and window coverings, ventilation and heater, smoke alarms, as well as, exterior building code and maintenance problems and any indicators of health code violations.
- Participates in the on-boarding of new staff. May be required to participate on interview panel for hiring purposes.
- Ability to performs all general maintenance on Commission buildings and facilities in accordance with the Maintenance Technician position including:
  - Installation/repair on plumbing lines and fixtures;
  - Maintenance/repair on electrical systems;
• All tasks associated with vacant unit make ready process (painting, drywall repair, carpentry, rekeying, etc.);
• Maintenance/repair on household appliances and HVAC systems;
• Routine inspections, trash/graffiti removal;
• Completion of preventive maintenance work orders

• Provides technical support and works with staff to ensure a high-performance, customer-oriented work environment that supports achieving the department's and the Commission’s mission, strategic plan, objectives and values.
• Participates in the preparation of budget recommendations, may authorize the purchase of materials and monitors work activities and expenditures to control costs within specified parameters.
• May schedule, coordinate and supervise the work of contracted vendors engaged in the alteration, modification, maintenance and repair of housing units and related facilities.
• Monitors, inspects and evaluates the performance of contractors engaged in the maintenance and repair of housing units and related facilities; ensures contractor performance complies with contract provisions, specifications and standards; prepares specifications and plans for building maintenance, alteration and repair projects to be performed by Commission personnel or contractors; provides technical assistance to staff.
• Instructs and provides training of staff in work methods, use of tools and equipment and relevant safety precautions.
• Prepares and maintains a variety of records and reports including computerized work logs, work orders, and inspection reports.
• Available to be assigned on-call after business hours and respond to emergency situations as necessary.
• Ensure the timely completion of preventive maintenance programs.
• Researches new operational methods, techniques and equipment and recommends their application.
• Responsible for carrying out the Commission’s safety program in the maintenance section; ensures subordinates follow safety policy in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
• Develops and recommends written maintenance instructions and schedules.

Qualifications:

Knowledge of:

• Advanced knowledge of principles, practices, methods, equipment, materials and tools used in maintenance and repair or multi-family buildings and facilities.
• Principles and practices of work planning, assignment, review and evaluation, and the technical support of staff in work procedures.
• Commission administrative regulations, policies, and procedures.
• Principles, practices, and techniques in conducting investigations, documenting findings for use in administrative proceedings, and hearings.
• Conflict resolution and mediation skills.
• Applicable Federal, State, and local laws, codes, regulations, and departmental policies, technical processes, and procedures.
• Research, statistical, analytical, and reporting methods, techniques, and procedures.
• Principles and practices of data collection and report preparation.
• Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
• Principles of business letter writing and record-keeping.
• English usage, spelling, vocabulary, grammar, and punctuation.
• Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Commission staff.
• Assist, as needed, in the evaluation of the Maintenance Technician.

Ability to:

• Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and other software applications programs.
• Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
• Use English effectively to communicate in person, over the telephone, and in writing.
• Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

Must have a high-school diploma/GED equivalent; 5 years of experience in multi-family maintenance preferred.

Minimum of 5 years’ experience in the multi-family apartment home industry.

**Licenses and Certifications:**

A valid California driver’s license and the ability to maintain insurability under the Commission's Vehicle Insurance Policy.

**Qualifications**

**Education**

**Required**

High School or better.