

**JOB DESCRIPTION**

Title:	<b>Maintenance and Administrative Coordinator</b>
Status:	Exempt – Business Functions
Classification:	B1

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**ROLE PURPOSE**

The Maintenance and Administrative Coordinator will assist in maintaining a clean and safe environment in and around the property or properties within their region. This may include performing a variety of interior and exterior maintenance duties. They will coordinate work outside their scope with external contractors to best support our service users and staff.

**REPORTING AND WORKING RELATIONSHIPS**

- Reports and is accountable to the Maintenance & Asset Manager.
- Participates as a member of the Connective Administrative Support Team.
- Liaises with the staff of Connective as necessary.
- Liaises with external professionals from other agencies, contractors, and/or government agencies as required.

**KEY ACCOUNTABILITIES****Building Maintenance**

- Under the general guidance of the Maintenance and Asset Manager assumes a primary role in completing necessary repairs that are within their scope.
- Ensure safety standards are established and maintained for the building and preventative maintenance tasks are performed.
- Depending on the program, may maintain lawns and yards as per guidelines and perform minor gardening and lawn maintenance tasks.
- Monitors and orders maintenance supplies.
- Assists with and/or conducts inspections of resident spaces.
- Supports residents with coordinating de-hoarding and clutter reduction within resident spaces.

**Building Maintenance Coordination**

- Under the general guidance of the Maintenance and Asset Manager, he assumes a primary role in coordinating repairs that are out of their scope to external contractors.

- Liaises with contractors to ensure the quality and timeliness of the repairs.
- Provides input to the Program Manager and/or other staff regarding the planned or emergency maintenance issues.
- Assists the Program Manager and/or other staff in the identification of potential problems and reports any difficulties.

#### Administration

- Maintains an up-to-date list and schedule of all planned and unplanned maintenance, as well as repairs for our assets.
- Assists the Maintenance and Asset Manager in the development of annual repair schedules, budgets, and capital plans as requested.
- Research options and make recommendations related to property, appliances, furniture, and service providers.
- Approves invoices and coordinates payment for external contractors related to the work completed within their region.
- Follows all relevant Connective policies, procedures, and guidelines.
- Perform other tasks as necessary.

#### WORKING CONDITIONS

- Function independently with the general guidance of the Maintenance and Asset Manager.
- Demonstrate a level of physical fitness and emotional resilience to effectively carry out the required duties of the program and to meet the operational needs of the residence.
- Often exposed to working conditions including chemicals such as paint, stains, cleaning agents, and glue when performing basic painting, plumbing, and carpentry work; requires specific safety precautions to mitigate the risk of injury.
- Is available to work flexible hours which may include evenings/weekends as determined by program needs and schedules.

#### EXPERIENCE AND SKILLS

- Grade 12 level education and/or equivalent with two-years related experience.
- Experience in performing carpentry, painting, mechanical, and plumbing maintenance, and repairs.

- Experience in establishing and maintaining a collaborative and positive relationship with residents and other staff.
- Ability to manage time efficiently, with a high level of accuracy, and attention to detail.
- Ability to establish and maintain effective and professional working relationships with contractors.
- Strong communication skills (listening, verbal, and written).

## **REQUIREMENTS**

- Ability to successfully complete a Children and Vulnerable Persons Criminal Record Check.
- Ability to successfully pass a reference check.
- Valid Class 5 Driver's License (travel may be required depending on program requirements).
- Current Emergency First Aid Certificate (Please refer to the Certificates accepted in B.C. – WorkSafeBC) – preferred.
- Building Service Worker Certificate and/or vocational training is preferred.