

Maintenance Coordinator

5.02

<i>Dept. ID.</i>	<i>Dept.</i>	<i>Reports to</i>	<i>Job Classification</i>
5.00	Maintenance	Facility & Asset Manager	Regular Full Time

POSITION SUMMARY

To support the Maintenance Department with administrative duties including assisting with Preventative Maintenance, the Contractor Management Program, Inventory Management, and ensuring compliance with our Health and Safety Program

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Maintains knowledge of all aspects of buildings under the Meridian Housing Foundation Portfolio
- Maintains an effective record reporting and management system including minutes, documents, contracts, warranties, drawings, specifications, photographs, and video recordings
- Acts as first point of contact for residents, contractors, suppliers and other staff for the maintenance team
- Answers phones in a professional manner
- Keeps Housing Administrator informed of all issues or concerns affecting residents
- Creates project timelines and coordinates maintenance work to facilitate timely and efficient project completion
- Compiles weekly, monthly and annual reports as directed by Maintenance Supervisor
- Assists with Contractor Management
 - Maintains an Approved Contractor Management database and file system
 - Maintains accurate and up-to-date contractor records management including: correspondence, inspections, producible documents (insurance, WCB clearance, relevant contractor tickets, certificates, identification and other), forms, action items, and follow-ups; all documentation must be complete and fully executed
 - Completes orientation, outlines health and safety expectations, completes and signs off on all required permits (i.e., hot work, working at heights, confined and restricted spaces) for all Capital contractors
 - Manages Security sign in and out of keys, fobs, and badges
 - Communicates all onsite contractor work with employees
- Coordinates fob security for all buildings including issuing fobs and parking stickers
- Coordinates, assigns, and monitors Maintenance Requests using Yardi software
- Assists Maintenance Supervisor with Preventative Maintenance Program

- Ensures quality control and satisfactory customer service
- Ensures departmental/relevant compliance and in good standing with Alberta Government Supportive Accommodation Standards and Certificate of Recognition (COR) through Continuing Care Safety Association (CCSA)
- Completes other duties as assigned to assist the Maintenance Supervisor

SAFETY RESPONSIBILITIES

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules, and legislation

DRESS CODE • Business
casual/Casual attire

ABILITIES, SKILLS AND EXPERIENCE

- Strong computer skills: MS Office (word, excel), Internet/email skills
- Ability to complete reports, forms and correspondence
- Able to work with Yardi software
- Strong organization skills
- Strong coordination and planning skills
- Excellent verbal and written communication skills
- Effective listener
- Superior customer service skills
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Flexibility, enthusiasm and a positive attitude
- Desire to work with seniors

MINIMUM QUALIFICATIONS

- Diploma or equivalent in Business admin/management, **and**
- A minimum of three years' relevant experience working in the not-for-profit business
- Knowledge of Alberta Health and Safety legislation
- Clear Criminal Record & Vulnerable Sector check