



POSITION: SHELTER MAINTENANCE COORDINATOR
REPORTS TO: ASSOCIATE DIRECTOR - INTERIM HOUSING
CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT

SUMMARY:

The Shelter Maintenance Coordinator (SMC) is responsible for the oversight of repairs and maintenance of all Upward Bound House (UBH) Interim Sites in South Los Angeles. The SMC shall be present for code enforcement inspections and building inspections by funding partners such as City of LA, VA, Fire Department and Health Department, LAHSA, and is responsible for timely response to all citations and recommendations issued by inspectors with respect to property maintenance and repairs. In addition to repair of occupied units, the SMC is responsible for repairs and refurbishment of vacant units to make them ready for occupancy by new participants. The SMC supervises, motivates, assigns tasks, coordinates activities, evaluates performance and disciplines maintenance and custodial staff.

ESSENTIAL FUNCTIONS

Interim Housing Oversight - Repair and Maintenance

- Manage weekly maintenance requests from Interim Housing sites by preparing work orders for specific maintenance staff.
- Ensure that each site is clean (interior and exterior), maintained to UBH standards and secure.
- Engage outside vendors to perform the work and notify managers of weekly repair schedule whether on or off site in accordance with UBH's policy for obtaining multiple bids to submit to Supervisor for approval.
- Provide vendors with a written agreement including specific scope of work, check vendor's insurance coverage, and require that each vendor names UBH as additional insured.
- Manage new work orders each week using current software as provided; close out completed work orders on a weekly basis.
- Coordinate with site staff to evaluate need for pest control and other services as necessary.
- Perform monthly, quarterly and annual physical inspections of all Interim Housing and Scattered Site locations for items such as smoke alarms; while inspecting the smoke alarms for unit, note other repairs needed and submit reports of Director of Programs.
- Conduct move-out inspection for all participants vacating units and prepare a move-out report to be submitted to Supervisor or designee.
- Promptly issue work orders and/or vendor contracts for repair and refurbishment required to prepare the unit for new participant; coordinate completion of work and move-in date with Interim Housing Associate Director or designee.
- Collaborate with Director of Operations and Director of Programs to create and maintain a list of needed capital improvements.

After Hours Emergency Response

- Be available to respond to all emergency repair requests by UBH staff and deploy both maintenance and custodial staff after hours, weekends, holidays and on special assignments. Create a rotating schedule of maintenance staff who are “on call” for after-hours emergencies
- Maintain a log of after-hour emergency repairs and enter work orders to track using current software.

Supplies and Equipment

- Develop and maintain adequate supplies of maintenance and housekeeping products and equipment.
- Establish and maintain inventory system for equipment, tools and maintenance supplies.
- Review and approve requests for supplies and equipment from Interim Housing Sites.
- Order facility supplies and equipment promptly, in accordance with UBH guidelines. Process all maintenance invoices for Interim Housing and Scattered Site locations.

Company Vehicles

- Manage daily use and maintenance of company vehicles used solely by Maintenance Staff, specially mileage, gas card tracking, insurance and training/UBH driver safety protocol updates.

Staff Supervision and Development

- Supervise, evaluate, discipline and coach maintenance, driver and custodial staff in accordance with UBH policies.
- Review and approve time sheet, time off requests, and work orders for all maintenance staff.
- Conduct regular staff meetings of maintenance and custodial staff to convey important information and performance expectations.
- Work with the Directors of Administration, Operations and Facilities to implement a training schedule to ensure maintenance and custodial staff are update on all certifications, classes and new training modules.
- Additional tasks, projects, and responsibilities as assigned.

MINIMUM REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS

- Good use of sound judgment.
- Computer experience and proficiency including Microsoft office, Excel and WORD.
- Ability to read and understand hazard labels on equipment.
- Direct skills and experience related to plumbing, electrical, and mechanical repair and maintenance.
- Willingness and capability to adhere to and follow orders and instruction.
- Multitask & team player
- Prior supervisory experience
- Ability to work both in a team and independently
- Bilingual: Spanish/English a plus
- Ability to lift 50 lbs.

- Ability to work in an upright standing position for long periods of time (8-12 hrs/day)
- Ability to climb ladders and work at heights above ground level (e.g. rooftops)
- Ability to work in adverse working conditions (e.g. heat, cold, wind, rain)
- Maintain and execute confidential information according to HIPAA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post offer Tuberculosis (TB) clearances
- Travel is a regular duty for this position and is required
- Use of a personal vehicle to travel between worksites and other locations is required
- Must have and maintain a valid California Driver's License and insurance in good standing

EDUCATION AND EXPERIENCE

- Bachelor's degree in related field required.
- Minimum of four (4) years general experience in building trades, repair and maintenance, including all type of mechanical related to Bridge Housing building and any other similar type of facilities
- Minimum of two (2) years in direct supervisory responsibility and capacity

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Be able to stand for long periods of time; work in an upright standing position for long periods of time (8-12 hrs/day); climb ladders and work at heights above ground level (e.g. rooftops); work in adverse conditions (e.g. heat, cold, wind, rain). Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

TO APPLY:

To be considered for a position, email resume to hr@upwardboundhouse.org. Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.