



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB POSTING

MAINTENANCE COORDINATOR

POSITION OVERVIEW:

JOB TITLE:	Maintenance Coordinator
REPORTS TO:	Portfolio Manager
RATE OF PAY:	\$36.00/hr.- \$46.00/hr. + On-Call Compensation, DOE (up to the midpoint of pay range) HPC Benefits Package
SHIFT/ SCHEDULE:	Hourly, Non-Exempt Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC's Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

Under the direction of the Property Management Portfolio Manager, the Maintenance Coordinator is responsible for coordinating maintenance and repair work performed by HPC Maintenance Specialists and Third-Party Contractors on HPC apartment communities, business operation sites, and affordable housing properties throughout Pierce County. In addition, the Maintenance Coordinator will provide support to the Portfolio Manager by keeping them apprised of overall project performance as well as monitoring the workflow, prioritizing, and directing activities of other employees within the department, and assisting with scheduling work and task assignment.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS:

The following functions may be performed manually or computerized:

- Perform routine inspections of all systems and equipment performing any repairs or maintenance work necessary
- Administer area maintenance programs, assess structures, sites and equipment, and work closely with on-site maintenance staff to initiate appropriate changes to the condition of buildings, apartments, and

equipment; establish quality standards for all properties; establish and manage functional service schedules, and standards of quality.

- Develop and manage maintenance and construction projects; plan, facilitate, and approve repairs and improvements; ensure proper maintenance of all structures and facilities.
- In coordination with the Portfolio Manager, identify and coordinate needed resources, and training courses for maintenance staff to carry out job responsibilities and duties.
- Evaluate the maintenance program regularly and prepare reports in cooperation with the Portfolio Manager and Director of Property Management in the development of budgets for each property. Jointly coordinate and implement asset management strategies; assess capital needs requirements and budgets for each property; develop and administer Maintenance Facilities Budget; monitor expenditures for operational and capital programs. This work will be cross department and requires coordination with Executive Leadership.
- Establish and maintain effective working relations among area personnel, residents and the general community; coordinate activities and programs with Area Administrator/Property Management staff, agency staff, and outside organizations to resolve issues and conflicts, and exchange information.
- Collaborate with the Business Analytics Manager and Human Resources Manager to ensure staff accountability for accident prevention and reporting procedures. Ensure all employees have received safety orientation, required training, personal protective equipment and clothing; review investigations of all accidents and ensure appropriate corrective action is initiated; evaluate working environment and conditions to ensure accident-free work climate; implement and enforce Safety and Health Program.
- Collaborate with the Business Analytics Manager and Human Resources Manager to manage OSHA compliance by accurately tracking and logging work-related injuries and illnesses. Ensure accurate maintenance of [OSHA Recordkeeping Forms](#) (300, 300A, and 301) and oversee the mandatory submission of data.
- Oversee and approve the requisition of supplies and equipment for assigned area in accordance with policy. Prepare cost estimates for maintenance and special activities; solicit required bids and prepare documentation for special activities contracts and assure completion of work within time and cost schedules providing supervision of special activities during project in compliance with established procedures and guidelines.
- Provide technical expertise, information and assistance regarding essential functions for assigned or designated staff; assist as needed in the formulation and development of policies, procedures and programs.
- Maintain records and ensure maintenance reports are up to date on equipment and properties; review and evaluate Maintenance Work Order reports and other data to ensure that sufficient data is collected and reporting requirements of regulators and HPC are being met.
- Periodically, conduct inspections of dwellings to determine the cause of defects and/or problems with the mechanical and structural systems of the dwelling as well as existing building components.
- Responsible for requisitioning supplies and maintaining sufficient inventory to perform all aspects of work efficiently.
- Plan, schedule, coordinate, and assist in the work of assigned or designated staff in a wide variety of fleet and equipment maintenance and repairs. Identify and coordinate training needs to keep up with changes in automotive technology.
- Assist with the planning and development of a vehicle and equipment replacement schedule. Recommend vehicles for replacement.
- Utilize software to prepare and track vehicle and equipment, repair orders, assign jobs and ensure work completion. Review maintenance and repair activities to evaluate quality and quantity of work.
- Schedule work and coordinate with outside vendors.

- Gather quotes of repair costs or parts pricing with commercial vendors and submit to Portfolio Manager for approval.
- Stock and maintain HPC vehicles with necessary tools, equipment, and replacement parts to ensure daily field readiness and ensure all HPC vehicles maintain current registrations and insurance within the vehicle.
- Monitor and track HPC vehicle registration and insurance expiration dates reporting to the Portfolio Manager any needed renewals to prevent operational downtime.
- Assist in developing and implementing preventive maintenance programs for HPC vehicles and equipment in accordance with HPC's maintenance plan. Perform cost control analysis on work completed. Assist in vehicle replacement planning.
- Ensure that all safety and health rules, standards and procedures are observed; conduct monthly self-inspections of work areas and practices to eliminate potentially hazardous conditions; arrange for, conduct and ensure that accident investigations of all accidents are formally reported on or within the next workday of when the accident occurred.
- Coordinate inspection of vacant unit and supply unit with turn material.
- Occasionally step in to assist Maintenance Specialist or step in during time of staff shortages with routine maintenance task.
- Provide general input to Portfolio Manager regarding behavior of employees within department whether favorable or unfavorable.
- Drive and safely operate a motor vehicle to travel among properties owned and managed by HPC and perform preventive, routine, and scheduled maintenance and general grounds duties.
- Comply with all OSHA and other regulatory standards to maintain a safe and hazard-free work environment.
- Actively adhere to all safety policies, operating procedures, and regulatory standards to protect yourself and your coworkers from workplace hazards.
- Participates in on-call and weekend emergencies as scheduled.
- Strictly follow safety protocols, utilize required Personal Protective Equipment (PPE), and comply with all regulatory standards applicable to your specific job duties.
- Promptly completes incident reports within 24 hours of becoming aware of them in accordance with agency policy.
- Document all work according to HPC process.
- Maintain reliable and punctual attendance to support daily operations.
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Comprehensive and demonstrated knowledge of modern building construction and repair principles, practices, and materials.
- Excellent knowledge of all stages of construction wherein possible defects and/or violations may be easily observed and corrected.
- Working knowledge of local, public, and private building practices and codes.
- Ability to read and interpret plans and specifications.
- Ability to generate comprehensive and accurate work write-ups and cost estimates. Ability to prepare and explain building plans, sketches, and diagrams.
- Ability to follow written or oral instructions in English.

- Ability to prepare clear, concise reports and to maintain essential records and files. Demonstrated skill in evaluating construction progress, and ability to perform progress inspections.
- Ability to establish and maintain good working relationships with contractors, building officials, and fellow employees.
- Satisfactory physical condition enabling employee to field-inspect projects including the ability to climb stairs and ladders and make entry into confined spaces such as crawl spaces and eaves.
- Skill to develop and maintain harmonious relationships with coworkers, the public, and with PCHA officials.
- High regard and ability to meet schedules and deadlines.
- Skills in planning and organizing work and excellent ability to work independently with minimal direction.
- Ability to work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Ability to maintain proprietary information in a confidential and professional manner.
- Proven ability to understand and execute oral and written instructions and policies.
- Work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Handle sensitive and confidential information in a confidential and professional manner.
- Understand and execute oral and written instructions and policies.
- Proficiency in Microsoft 365 for daily communication, document creation, and team collaboration.

MINIMUM REQUIREMENTS:

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** Three (3) or more years of recent hands-on experience in maintenance of residential buildings and equipment.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:** Must possess a valid State Driver's License and maintain an acceptable driving record. Proof of current liability insurance is required. Provide authorization for a criminal record background check once a conditional offer of employment has been made.

PREFERRED QUALIFICATIONS:

- **EDUCATION:** College degree, Associate's, or Bachelor's degree, with major course work in liberal arts, social services, business administration, or related field.
- **EXPERIENCE:** Five or more years of experience at the journeyman level in the maintenance of residential buildings and equipment
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed outdoors, inside housing units, and offices in all weather conditions. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public; some weekends and holidays if on-call or the need arises.

- **PHYSICAL ABILITIES:**
 - Standing, walking, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching, or crawling; talking or hearing; ability to safely lift and carry 75 lb. a distance of 100 ft.
 - Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
 - Operate various types of power tools, janitorial equipment, and other equipment commonly used to maintain safe and sanitary living environment for residents.
 - Work involves considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 75 pounds.
 - The incumbent will use power tools as well as standard office equipment including personal computers, telephones, copiers, and related equipment.
 - Employee must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed.
- **HAZARDS:** Work environment involves some exposure to hazards or physical risks, which require following basic safe precautions. Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Contact with dissatisfied, rude, or frustrated individuals
- **REASONABLE ACCOMMODATIONS:** HPC provides reasonable accommodations in accordance with the terms of applicable federal and state laws and in accordance with HPC's employment policies. Please contact the Human Resource Manager, Ney Calhoun at ncalhoun@pchawa.org or 253-339-1842 with any requests or questions regarding reasonable accommodations.

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and two (2) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Maintenance Coordinator- Your Last Name, Your First Name"
 - OR mail to:
Human Resources
11515 Canyon Rd E,
Puyallup, Washington 98373
- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-339-1842
- DUE DATE: Open until filled.