



## **DOVES TRANSITIONAL HOUSING FACILITIES COORDINATOR**

**DEFINITION:** Under the supervision of the Director of MEAPA and DOVES Program, the facilities coordinator is responsible for the day-to-day maintenance of the physical asset of the property.

### **I. MAJOR DUTIES**

#### **PROPERTY RELATED JOB FUNCTIONS/RESPONSIBILITIES:**

- A. Maintain program grounds and buildings, keep common areas clean; repair sprinkler systems as needed and ensure proper watering of property landscape.
- B. Perform all repairs and service work within skill set as needed, including emergency repair issues.
- C. Prepare apartments in transitional and interim housing for new incoming residents in a timely manner.
- D. Ensures that on-call maintenance and emergency response is executed, as required.
- E. Complete and document regular preventative maintenance; notify supervisor of any health and safety concerns in apartments.
- F. Assure safety standards are used which comply with all company, local, city, state and federal guidelines; implements and maintains environmentally-responsible safety when dealing with cleaning or other chemicals.
- G. Contact supervisor on work needed to be completed by outside contractors.
- H. Maintain a daily/weekly logbook that includes accomplishments, work orders completed and preventative or routine maintenance.
- I. Responsible for alerting the Program Supervisor and on-site staff of any unusual occurrence and/or damage that has taken place or that may occur.
- J. Performs other reasonable property related duties as assigned.

#### **OTHER AREAS OF RESPONSIBILITIES:**

- K. Maintains professional boundaries with all residents, employees, vendors, contractors, and external customers.
- L. Follows and enforces all fair housing and local laws and regulations.
- M. Ensure confidentiality of DOVES Program location and clients are met.

### **II. OTHER DUTIES**

- A. Participate in staff meetings and other agency events
- B. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service
- C. Legally operate a motor vehicle (valid driver's license and insurance.)
- D. Complete necessary agency reports and form requests as required.
- E. Special projects and other duties as may be determined.

### III. QUALIFICATIONS

Good verbal and written communication skills; Possess the skills necessary to perform repairs and have the ability to interact positively with residents of diverse populations; Must be able to live on-site and respond to night time emergencies; Must have reliable and insured transportation and the ability to drive company vehicle; Be able to do light lifting of 50 pounds or less; Work as a team player.

This position requires the employee to live on site with a separate apartment and utilities. A cell phone reimbursement fee is provided for business use. A criminal background check will be completed and must have or be able to obtain a Level One Fingerprint Clearance.

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