

## **ANNE GRADY CORPORATION**

JOB CLASSIFICATION: Maintenance Coordinator

DEPARTMENT: Operations

TITLE OF POSITION: Facility Maintenance Coordinator

IMMEDIATE SUPERVISOR: Facility Maintenance Manager

NORMAL WORKING  
HOURS AND SCHEDULE: As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED preferred; 2) Ability to understand, read, and write; 3) Ability to perform basic maintenance tasks; 4) Ability to perform basic plumbing skills; 5) Ability to perform basic servicing and repairs of heating/cooling units; 6) Ability to make minor automotive repairs and have general knowledge of auto maintenance; 7) Good driving record required; 8) Ability to perform basic carpentry skills; 9) Ability to repair small electrical appliances; 10) Ability to work independently and perform assigned tasks in a safe and timely manner; 11) Ability to work under adverse weather conditions; 12) Ability to push, pull, bend, sit, and stoop for extended periods of time; 13) Ability to problem solve; 14) Ability to lift 50 pounds; 15) Ability to work in adverse weather conditions.

### **POSITION RESPONSIBILITIES**

1. Conducts routine inspections and preventative maintenance of buildings, equipment, and life safety systems at Anne Grady Center, Trades Road Facility, Eber Children's Home, and other Anne Grady properties as assigned.
2. Perform, create, and implement maintenance standards to serve as a guide to property maintenance workers to prevent misuse of property equipment and systems.
3. Develop and maintain a good working relationship with contractors and vendors.
4. Develop and maintain open and professional communication with property supervisors, staff, and management.
5. Ensure properties are safe of hazardous potentials for their occupants, staff and visitors.
6. Responsible for troubleshooting and diagnosing problems related to appliances and facilitate repairs in a timely manner.
7. Ensure snow removal and ground maintenance is kept up on, as needed.

**Job Description:**  
**Facilities Maintenance Coordinator**  
**Page 2 of 2**

8. Oversee and ensure completion of projects as needed repairs on problems such as leaking sinks, clogged toilets, flooring, lighting, furniture, and structure.
9. Works closely with Facility Maintenance Manager, Food Support & Services Manager, Leadership team to ensure compliance with all agencies (Licensure) regulations and requirements.
10. Mentor and work well with other property maintenance workers and ensure they are properly acquainted with all the required systems.
11. Supervises and manages performance of all Anne Grady Center Maintenance Property Workers, as assigned, providing training and support to ensure all team members function effectively and successfully.
12. Maintain a workflow and records for maintenance requests to include all upkeep of all associated documents and receipts.
13. Work closely with Facility Maintenance Manager to manage and process all expenses as needed and assigned.
14. Ensure snow removal and ground maintenance is kept up on, as needed.
15. Provide support to all other members of the maintenance team as needed and assigned.
16. On 24-hour emergency call as assigned. This may require working unscheduled hours and/or days off.
17. Works and cooperates with Department Managers and Directors, volunteers, staff, and other department staff and supervisors in a positive and professional manner, attends training sessions and meetings as required and assists with special projects.
18. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse or neglect.
19. Exemplifies Corporation philosophy and follows all policies and procedures.
20. Performs related responsibilities, activities, and duties as required.

List of positions directly supervising.  
If more than eight, list totals only.  
Community Property Maintenance Worker I and II

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Signature of Employee	Date
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Signature of Department Director	Date
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Form Pr-105 Revised: 4/28/21