

## **Maximum Accessible Housing of Ohio Facilities Coordinator position description**

The **Facilities Coordinator** ensures the proper functioning of all five Vistas Apartment Communities by coordinating the work of the five Facilities Technicians; supervising, planning and scheduling tasks; and reporting to and assisting the Facilities Director. The Facilities Coordinator works as a team with other staff to fulfill the mission of MAHO: *Through housing, advocacy, and education, we advance accessible and inclusive communities where all people can thrive.*

### **Core Job Responsibilities:**

- Direct supervision of Facilities Technicians
  - Ensure buildings are kept clean
  - Plan work flows to ensure efficient operations, monitor workloads, and prioritize use of resources
  - Ensure that unit turnovers are completed expeditiously
- Obtain, review, and supervise contracts as assigned by the Facilities Director
- Use property management software to accurately enter and monitor work orders and service requests
- Assist in responding to building emergencies, including off hours
- Foster and maintain good relations between MAHO and its tenants

### **Required skills and experience:**

- Good problem solving and leadership skills
- Comfortable working both independently and as part of a team
- Strong written and verbal communication skills with all levels of internal and external contacts
- High attention to detail and deadlines
- Ability to multi-task with excellent organizational and project planning skills
- Experience in using Microsoft Word, Excel, and Outlook; preferred: Property Management software

### **Preferred skills and experience:**

- Hands on experience in all or a combination of the following: building maintenance and repair including construction, mechanical, HVAC, electrical, plumbing, appliance repair, painting, drywall, and grounds keeping
- Goal oriented, organized and eager to learn
- Experience leading a crew and managing employee work flow effectively with delegation and follow-up skills
- Property management experience including Fair Housing
- Knowledge of construction, electrical, HVAC, boilers, and mechanical systems

### **Qualifications:**

- GED or high school diploma
- Ability to pass a criminal and/or credit background check
- Current valid driver's license and vehicle insurance
- Reliable personal transportation to get to all MAHO properties
- Ability to go up and down stairs and do the physical reaching, bending and climbing that is necessary to perform duties; ability to lift up to 50 lbs.

**Send cover letter and resume to: [ops@mahohio.org](mailto:ops@mahohio.org)**

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