

Location: Ann Arbor, Michigan

We are currently seeking a Maintenance Coordinator to join our team. The successful candidate MUST have previous maintenance experience as well as excellent customer service skills, be flexible and reliable and dependable.

As the Maintenance Staff for our organization the successful candidate will be responsible for maintaining and repairing the physical structures of the building as well as maintaining the grounds.

Responsibilities will include:

- Timely completion of service requests and special projects
- Snow & ice removal • Grounds maintenance •
- Basic knowledge about electrical, plumbing, boiler, appliances etc.
- Organization and planning of projects, preventive maintenance and turnover work • Observe safety OSHA/MIOSHA guidelines • Ability to complete at least 4-6 service requests per day
- Knowledge and skills to complete plumbing, electrical, boiler/HVAC, drywall, appliance and other general maintenance repairs and work with contractors to complete tasks
- Ability to lift at least 60 lbs.
- Strong communication skills
- You will be asked to implement creative and cost-effective procedures to complete work orders, grounds keeping and much more.
- You will also be responsible for contracting vendors and tracking the progress of these vendors.
- Set-up and tear down for events and meetings
- Performing walk-through inspections of all contracted vendors, reviewing repair requests
- light carpentry

The ideal candidate will have:

A minimum of 3 years' experience in a Maintenance role

A hands-on job completion approach

Basic computer knowledge is strongly preferred

Competent with Oral/written/electronic communication

A friendly customer service-oriented disposition

Pro-active can-do attitude

Must have reliable transportation and Valid Driver's License

Must pass a drug and criminal background check

Must be flexible, reliable, dependable

Compensation and Benefits:

Wage is comparable with experience.

Our team members have the opportunity to participate in a retirement savings plan as well as medical Insurance Plan. We offer a very generous paid time off, Vacation and Holiday package.

We are a Community Center with a long history dedicated to providing our inside and outside customers a clean, convenient and comfortable friendly work environment. We strive to observe the highest ethical standards, integrity and commitment in employee relations, customer service and community citizenship.