

Job Description

JOB TITLE: Maintenance Coordinator

STATUS: Part-Time/Non-Exempt

Association Summary:

For over 100 years YWCA Central Virginia has been serving the women, children, and families of Central Virginia. Founded in 1912 by a dedicated group of women, YWCA Central Virginia has grown and adapted to meet the varying needs of the communities we serve. YWCA Central Virginia serves seven counties and one city, an area of 4,400 square miles with a population of over 400,000 community members. We currently host three key direct service programs: Domestic Violence Prevention Program, Sexual Assault Response Program, and Town Center Women's Residential Housing Program. Our mission is to eliminate racism and empower women.

Position Description:

YWCA Central Virginia is seeking a Maintenance Coordinator. The Maintenance Coordinator will be responsible for maintenance of YWCA properties and will report to the Office & Housing Manager. The incumbent is responsible for regular Preventative Maintenance on electrical, heating and plumbing systems as well as general repairs, inside and outside, painting, plaster repair, yard work, moving furniture and equipment up and down steps and help with various projects as needed. Must be able to recognize when a professional needs to be called in for equipment repairs and upkeep. The incumbent is also responsible for the removal of snow and ice from stairs and walkways. The Maintenance Coordinator must be respectful of the confidentiality of our residents.

Job Qualifications:

- 2 years of building maintenance experience
- Knowledge of hand tools and lawn equipment
- Knowledge of electrical, HVAC and plumbing systems for regular preventative maintenance
- Must be able to work well with residents, staff, and public
- Must have your own transportation

Preferred Qualifications:

- 2-5 years' maintenance experience on residential or business setting
- Knowledge of basic computer applications
- Knowledge of historical building preservation

Physical Requirements:

- Maintain strength, dexterity, vision, and coordination, sufficient to perform essential functions.
- Ability to stand for extended periods for 6-8 hours a day.
- Must be able to lift and move up to 100 pounds.
- Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, climbing stairs, climbing ladder, etc.)

Environmental Conditions:

- This position is located in environmentally controlled buildings and outside in all weather conditions.

Mental Demands:

- There are many deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues including, but not limited to, those facing domestic violence, sexual assault, poverty, homelessness, and racism due to the mission and programs of YWCA.

POSITION TYPE AND EXPECTED HOURS

- This is a part-time position with no eligibility for benefits. Days and hours of work vary but can be flexible with typical work hours being held during early morning hours. Use of your own vehicle (mileage reimbursable) for traveling to purchase and pick-up supplies and furniture.

YWCA Central Virginia is an Equal Opportunity Employer. YWCA Central Virginia does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Pay Scale and Hours: \$15.00 per hour, depending on experience and availability of funds.

CERTIFICATION

I certify that I have read and understood the responsibilities assigned to this position, and the salary available. I understand that this job description is not a contract, that my offer letter is not a contract, and that I am an at-will employee under the rules and regulations of the Commonwealth of Virginia.

I certify that this job description is an accurate description of the responsibilities assigned to this position.

Employee Name

Supervisor/Associate Director Name

Employee Signature
Date:

Supervisor/Associate Director Signature
Date: