

Maximum Accessible Housing of Ohio
Job Posting

Program:	Maximum Accessible Housing of Ohio (MAHO)
Position:	Maintenance Coordinator
Exemption Status:	Non-Exempt
Reports to:	Director of Operations

Position Summary

The **Maintenance Coordinator** ensures the proper functioning of each property by inspecting properties internally and externally to identify issues and solutions, completing unit inspections, completing various maintenance tasks, training others on various maintenance skills, processing work orders and assisting the Director of Operations. Maximum Accessible Housing of Ohio owns and operates five accessible and affordable housing properties in Cuyahoga, Lake, and Lorain Counties. This position works as a team with management, administrative, and operations staff to facilitate the mission *to develop and/or facilitate options in housing for persons with physical disabilities.*

Job Responsibilities

Regular Tasks

- Complete inspections of exterior and interior of buildings.
- Perform preventive maintenance tasks
- Complete move-in, move-out, and yearly inspections for each unit.
- Coordinate unit turnovers
- Complete higher level work orders and repairs as needed
- Assist live-in managers with larger tasks as assigned.
- Fill in for live-in managers for vacations and illness
- Identify and facilitate large scale projects with the Director of Operations.
- Purchase supplies and help maintain maintenance rooms at each property.
- Work with outside contractors as assigned
- Other tasks as assigned.

Record Keeping

- Process work orders at each property and check quality of work.
- Regularly review and update apartment files.
- Complete unit turnover paperwork
- Assist with inventories and preventive maintenance system
- Provide regular written reports to Director of Operations.

Tenant Relations

- Foster and maintain good relations between MAHO and its tenants
- Be courteous and attentive to the needs and concerns of the tenants relating to their tenancy

Required Knowledge, Skills and Abilities*

- Excellent communication and organizational skills.
- Computer knowledge, including Microsoft Office applications, e-mail and Internet
- Reliable transportation and able to travel to Lake, Lorain, and Cuyahoga County.
- Experience with housing management is preferred
- Experience with HVAC, electrical, plumbing, carpentry, and landscaping
- After hours availability for emergencies

Compensation

- Competitive wage
- Fully paid medical
- Paid Time Off
- Mileage reimbursement
- Pension
- Life Insurance and Long Term Disability Insurance

Qualified and interested candidates, please send resume and cover letter to:

Steve Hansler, Executive Director
Maximum Accessible Housing of Ohio
11607 Euclid Avenue
Cleveland, OH 44106
mahofohio@gmail.com

www.mahohio.org

EOE

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.