

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title:	Maintenance Coordinator	FLSA Status:	Non-exempt
Supervisor:	Finance/Business Director		
General Information: The Maintenance Coordinator’s primary duties are to assure that YDI owned/leased facilities are cleaned, maintained, and in good repair, assuring a clean, safe and well groomed working and treatment environment. This position works independently, under the general direction of the Finance Director. A flexible schedule and travel is required as sites are located across the state.			
Minimum Qualifications	A high school diploma is required in conjunction with a minimum two-year’s experience overseeing and coordinating maintenance and repair projects/activities. Special training, experience, and/or knowledge of HIPAA, OSHA and other safety regulations is preferred. Must possess the ability to work effectively with the public in a professional manner and demonstrate good communication and organizational skills. Must also have experience in cleaning, lawn care, snow removal and minor “handy” work.		
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Moderate knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing. • Ability to establish and maintain effective working relationships. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Moderate knowledge of basic plumbing, electrical, heating systems and their operation. • Able to complete minor repairs. • Ability to coordinate schedules of contractors. • Ability to be flexible and adapt to organizational changes and needs. • Possession of a valid drivers license and minimal insurance required by law. 		
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form, operate machines (i.e. lawn mower, snow blower, weed eater), move light to heavy objects, hang and remove objects from walls and buildings, clean offices, and shovel snow. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to do all tasks listed as Principle Responsibilities. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry and transfer heavy objects and do all tasks listed as Principle Responsibilities. • Job entails bending, stooping, sitting, walking, reaching and lifting up to 50 lbs, also must be able to push up objects, with assistance of equipment, up to 200 lbs. 		
Principle Responsibilities	<p><u>Primary Responsibilities</u></p> <ul style="list-style-type: none"> • Clean assigned facilities on regular basis. • Coordinate cleaning of assigned YDI facilities and grounds • Mowing, weed pulling, watering and overall lawn and yard care for assigned facilities. • Snow removal on assigned facilities and grounds. • Completing minor repair and maintenance tasks such as changing light bulbs, fixing leaks, patching holes, painting, etc. • Coordinate, facilitate and monitor completion of more complex repair and maintenance needs in cost effective manner. • Develop and implement a preventative maintenance program for YDI owned facilities. • Assist Therapeutic Group Home Supervisor in equipment/supply purchases and development of leases/contracts to support ongoing facility maintenance repair. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of you work time. • Participate in regular supervision with your Supervisor. 		

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	<ul style="list-style-type: none">• Participate in staffing and relevant in-service training as needed or required.• Attend all meetings as are necessary to fulfill job responsibilities.• Develop a plan for personal and professional growth, as needed.• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
Minimum Expectations	<ul style="list-style-type: none">•