

**Cayuga Addiction Recovery Services  
Residential Program Unit  
Job Description**

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<b><u>Position Title:</u></b>	Maintenance Coordinator
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Supervisor:</u></b>	Office Manager
<b><u>Positions Supervised:</u></b>	None
<b><u>Anticipated Hours:</u></b>	Varies

**Minimum Qualifications:** High School Diploma or equivalent and one years of building maintenance experience. Must possess and maintain a valid NYS Driver's Licensee.

**Desired Qualifications:** Associates degree in related field and/or two years of related experience in a similar setting.

**Knowledge:** An understanding of facility operations including HVAC, grounds, kitchen equipment inside cleaning, and general building maintenance procedures.

**Skills:** Good interpersonal skills, utilization of computer for documentation and communication, ability to supervise and instruct clients assigned to building maintenance tasks, and ability to interact with vendors related to building maintenance.

**Tasks & Responsibilities:**

- I. Develop and assure compliance with a building maintenance plan.
2. Perform maintenance and repair duties, as needed.
3. Supervise clients assigned to building maintenance work details.
4. Communicate building maintenance needs with Residential Director.
5. Interact with vendors related to building maintenance.
6. Complete related reports.
7. Document maintenance and repairs needed and completed.
8. Coordinate special building projects, as assigned.
9. Assure proper cleanliness of building and grounds.
10. Order related supplies and equipment.
- II. Other duties as assigned.