



Maintenance Coordinator Position Available in Eastern Half of Virginia

The Maintenance Coordinator is responsible for the overall planning, review, coordination and audit of the Community Housing Partners' Property Management Division's assigned property maintenance operations, and will principally operate throughout the Central/Northern and Eastern Virginia region. This position reports to the Sr. Maintenance Coordinator with primary duties to effectively maintain and preserve the company's real estate assets. The Maintenance Coordinator's primary responsibilities are to analyze the assigned CHP's multifamily portfolio's maintenance and capital repair needs; design preventive maintenance programs and standard maintenance operating procedures to meet owner, investor and regulatory expectations; negotiate cost effective contracts with vendors and subcontractors; and analyze staff requirements.

The successful candidate will possess:

- experience with LIHTC, HUD, and RD property maintenance requirements
- excellent written and verbal communication skills; bilingual or Spanish-speaking a plus
- a valid driver's license as approximately 50% work will be traveling
- a high school diploma, with preference given for 2 or 4 year technical degree in Building Trades or another related field
- HVAC Type II Certification required, with a Type III or Universal Certification preferred
- Solid knowledge of OSHA guidelines, as well as experience developing/administering safety programs
- A minimum of 5 years of maintenance experience in multi-family housing required

This is a full-time position with competitive pay and excellent benefits including company vehicle, health, dental, life, and disability insurance, retirement plan with company matching, and generous paid time off.

In order to be considered for this position, please complete the application found on the careers page of our website and email a letter of interest and your resume to jobs@chpc2.org by January 20,

Scroll down to view complete job description.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.

Community Housing Partners Corporation

Position Title – Maintenance Coordinator

Reports to – Sr. Maintenance Coordinator

Classified: FLSA Exempt (Administrative Professional)

Position Summary

The Maintenance Coordinator is responsible for the overall planning, review, coordination and audit of the Community Housing Partners' Property Management Division's assigned property maintenance operations, and will principally operate throughout the Central/Northern and Eastern Virginia region. This position reports to the Sr. Maintenance Coordinator with primary duties to effectively maintain and preserve the company's real estate assets. The Maintenance Coordinator's primary responsibilities are to analyze the assigned CHP's multifamily portfolio's maintenance and capital repair needs; design preventive maintenance programs and standard maintenance operating procedures to meet owner, investor and regulatory expectations; negotiate cost effective contracts with vendors and subcontractors; and analyze staff capabilities to design and facilitate increasing levels of certification and professional training for CHP maintenance employees to meet property needs and situational factors.

Essential Duties and Responsibilities:

- Develop, implement and audit preventive maintenance programs and schedules for assigned CHP managed apartment communities.
- Design, implement and audit to ensure compliance with OSHA health & safety practices, including but not limited to personal protective equipment guidelines, minimizing health/safety hazards and improving safety practices, and MSDS/GHS sheets for all chemicals/compounds.
- Identify needs and systematically develop action plans to assist staff to mitigate concerns at each assigned CHP property with regards to both exterior, common area and apartment interior maintenance needs.
- Evaluate maintenance operations and determine needs for assigned new acquisitions or new fee managed properties. Create an initial action plan and implement CHP procedures to help ensure on-going successful maintenance operations.
- Conduct property audit of OSHA regulations as these regulations relate to the property performance in maintaining and complying with Material Safety Data Sheet (MSDS) manuals and hazardous chemical procedures/HMIS or other accepted chemical identification systems.
- Review maintenance employment applications and participate in initial interviews either in person or telephonically with maintenance candidates. Make recommendations to Property Managers to promote effective hiring practices.
- Identify and coordinate maintenance trade-related certification training for maintenance personnel to ensure completion and attainment of specified skills necessary for effective property operations.
- Obtain and maintain green property management certification and ensure that green SOP's are maintained at all sites.
- Work with VP-PM, Sr. Maintenance Coordinator and Regional Managers to create and deliver an effective maintenance staff development and training calendar each year.
- Identify, negotiate and recommend maintenance supply vendors and subcontractors to Sr. Maintenance Coordinator. Negotiate and obtain contractor bids and make recommendations of preferred contractor /supplier to Sr. Maintenance Coordinator, RMs and VP-PM as needed.

Essential Duties and Responsibilities (continued):

- Conduct annual physical inspections on all apartment communities to determine the status of staff compliance with operational requirements, policies and procedures. Report findings in an approved format to Sr. Maintenance Coordinator, RMs and VP-PM.
- Assist in the assessment of capital, deferred or preventive maintenance needs. Prepare written reports regarding scopes of work and make recommendations to the Sr. Maintenance Coordinator.
- Conduct preliminary REAC, RD and tax credit inspections to ascertain potential regulatory inspection liabilities and work with on-site staff to create an action plan to ensure compliance.
- Attend staff meetings as required to effectively communicate properties' maintenance status and/or needs.
- Must be able to deal with sensitive, confidential, and proprietary information with discretion.
- Perform all other duties as assigned or requested by Sr. Maintenance Coordinator.

Knowledge, Skills and Abilities:

- Knowledge of and experience with tax credit, HUD and RD property maintenance requirements as related to the affordable apartment industry.
- Ability to establish and maintain effective working relationships with co-workers, vendors, partners and regulatory agents.
- Excellent written and verbal communications skills; bi-lingual or Spanish-speaking a plus.
- Must have strong organizational skills with an ability to work under pressure, meet deadlines and prioritize multiple tasks and responsibilities.
- Must be able to understand and relate the concepts behind specific ideas and policies to others.
- Computer skills required on a daily basis for reporting and tracking.
- Contract writing and negotiation skills required.
- Must have valid driver's license and driving record consistent with current CHP insurability guidelines.

Education and/or Experience:

- High school diploma required, with preference given for two or four-year technical degree in Building Trades, Industrial Hygiene/Safety, Electrical/Plumbing, Instrumentation or other building trades-related field.
- A minimum of five years maintenance experience in a multi-family apartment community environment required.
- Prior experience working with safety committees or developing/administering safety programs
- HVAC Type II Certification required at a minimum; Type III or Universal certification preferred

Environmental Factors and Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations, as required under the Americans with Disabilities Act Amendments Act ("ADAAA"), will be made to enable individuals with disabilities to perform the essential functions.

The employee must possess:

- Ambulatory abilities to walk and traverse uneven terrain, climb stairs/ladders on a regular basis as necessary to perform property inspections and troubleshoot/assess conditions
- Physical strength to handle materials and tools weighing up to 50 lbs on a periodic basis

Environmental Factors and Physical Requirements (continued):

- Position will operate primarily in Central/Northern and Eastern Virginia region, with approximately 50% travel required (by company vehicle and/or air travel) to conduct assessments, training, and provide assistance to property maintenance operations throughout the CHP portfolio. Some work is conducted in a typical office environment with temperature control and natural and artificial light
- Must have close and distance vision and the ability to adjust focus to perform tasks
- Must be able to operate a desktop and/or laptop computer to prepare reports
- Ability to type and use customary administrative equipment (desktop computer/laptop), telephonic equipment, 10-key adding machines, and similar items.
- Visual and hearing acuity to verbally convey complex information and listen/hear questions or requests from internal/external customers and partners in order to perform typical administrative and end-user technical support functions.
- Ability to withstand occasional exposure to noise, dust or commonly present environmental chemicals or fumes

Safety

The employee shall adhere to and/or ensure subordinates adhere to the policies outlined in the CHP Employee Handbook, which may be updated at anytime. Employee shall maintain compliance with appropriate OSHA safety standards and established company safety protocols and utilize any safety equipment prescribed for particular operations, and cause any employees under his/her supervision to comply with said standards and protocols. The employee should not assume that the company or supervisor is aware of potential safety hazards, and the employee has a duty to report any environmental hazards or if a health or safety concern arises, or to cause corrective action if environmental hazards/health safety concerns are reported by subordinates.

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.

(Employee Signature)

(Date)