

ROYAL PELICAN CONDOMINIUM ASSOCIATION, INC.
POSITION and JOB DESCRIPTION

POSITION TITLE: Maintenance Coordinator

General Purpose:

- The Maintenance Coordinator is responsible for creating a team approach while maintaining the common areas of the community and acting as a liaison between the Association board, property management, owners and vendors.

Primary Responsibilities:

- Create team approach to facilitate the operations of the Association property
- Perform all duties as assigned or needed by Board of Directors or Property management
- Perform general, daily and on-going maintenance of the common grounds
- Troubleshoot, repair and maintain areas where possible
- Liaison between Association board, property management and vendors
- Work week is Monday to Friday (hours determined by the Board)
- 24 hours availability for emergencies

Mechanical Skills Required:

- General maintenance skills to include, but not limited to, painting, basic repair, general construction, and general knowledge of property
- Working knowledge of plumbing to perform assigned tasks and preventive maintenance, where applicable
- Working knowledge of electrical and mechanical workings to perform assigned tasks and preventive maintenance, where applicable
- Working knowledge of fire sprinkler system to perform assigned tasks and preventive maintenance, where applicable
- Working knowledge of pool chemical requirements to perform assigned tasks, where applicable
- Working knowledge of high-rise buildings, including general elevator workings and maintenance, where applicable
- Use a variety of hand and power tools, electric meters and material handling equipment to perform duties, where applicable
- Ability to diagnose problems, replace or repair parts, and test and adjust, where applicable

Physical Requirements:

- Must be able to stand on feet, sit, bend, and twist for multiple hours at a time
- Must be able to lift and move at least 50 pounds
- Must be able to work in outdoor conditions, year-round

Personal Qualifications:

- High school diploma or equivalent
- Self-starter with ability to multitask effectively and work unsupervised
- Excellent interpersonal, communication and problem-solving skills
- Commit to excellent customer service, continuous improvement, with honesty and integrity
- Confidently deal with a wide diversity of people
- Develop and sustain positive and co-operative working relationships
- Responsive to the directions of the Board of Directors, and property management
- Excellent organization skills with attention to detail
- Sound business judgment and initiative