



1428 Broad Street • Selma, AL 36701
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MAINTENANCE COORDINATOR/UTILITY

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|---------------------|----------------|----------------------------|-------------------|
| Location | Selma, Alabama | FLSA Classification | Hourly/Non Exempt |
| Compensation | Negotiable | Position Type | Full-time |
| Travel | Required | | |

Position Overview

The maintenance coordinator oversees the facilities and equipment to ensure optimal efficiency and coordinate services with the contracted maintenance service provider for maintenance issues. This position also provides support to other areas of the organization as needed.

Essential Functions

- Monitor the maintenance request ticket portal daily to retrieve service requests.
- Promptly communicate service orders to the maintenance service contractor for those deemed to be outside of basic maintenance.
- Handle miscellaneous maintenance tasks, like changing light bulbs, cleaning HVAC unit air filters, basic painting, door and door lock replacements.
- Perform daily walk through of facilities to look for items or areas needing attention.
- Assist to the maintenance service contractor and the chief financial officer to draw up and execute the organization's annual maintenance plan.
- In coordination with the maintenance service contractor, communicate with service providers, vendors, and maintenance contractors to schedule repairs, servicing, preventive maintenance, and other projects required to keep the organization's physical assets running smoothly.
- Travel to the organization's other sites located outside of Selma to assess repair requests, meet with providers and carry out necessary repairs.
- Assist with developing a comprehensive maintenance budget.
- Oversee inventory management and facility management.
- Monitor usage of tools and equipment and ensure tools are readily available for assigned tasks.
- Ensure that all fleet vehicles are well maintained to include updated servicing, cleanliness, and sufficient fuel.
- Work with the SVP, Operations to assign vehicles to staff for business use and maintain the usage log.
- Pickup and deliver donated items.
- Monitor safety and health compliance.

- Be available to provide assistance in other areas of the organization as needed.
- All other duties assigned.

Supervisory Responsibility

None.

Work Environment

Work is regularly performed in areas that exposes one to heat, odors, and noise.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms, use manual and powered tools, and lift heavy objects weighing at least 50 pounds.

Position Type/Expected Hours of Work

Standard days of work are Monday through Friday but availability after hours and on weekends to respond to emergencies is required.

Required Education and Experience

High school diploma or GED.

A valid driver license is required and must be able to be bonded by our insurance carrier.

Please submit your resume and cover letter to hr@edmunditemissions.org