



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Property Maintenance Coordinator

FLSA: Non-Exempt

Class Title: Program Coordinator II

Range: 4

Reports to: Multifamily Housing Director

Position Requirements:

Education and Experience: Associates degree (A.A.) or equivalent from two (2) year college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

Licenses Required: None

Certifications Required: None.

Background Investigation Required: BI through the Bureau of Criminal Apprehension and search on NSOPW.

Knowledge: Knowledge of business English, housing maintenance practices, and purchasing procedures. Knowledge of Yardi Beacon or ability to learn.

Abilities: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or clients of the organization. Ability to deal with problems involving non-standardized situations. Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form.

Skills: Computer skills sufficient to develop spreadsheets, correspondence, and forms using Microsoft Office products. Understanding of mathematical concepts and ability to add, subtract, multiply and divide in all units of measure.

Duties and Responsibilities:

Coordinates repair and maintenance activities in ACCAP rental housing; gives work orders to private contractors after determining the best resource for the given situation and schedules repairs/maintenance with housing supervisor approval. Coordinates unit turnovers to assure the process is completed within the prescribed schedule. Receives telephone reports from tenants, neighbors, and local officials/staff of deficiencies/need for repairs in ACCAP rental housing. Provides notification to ACCAP maintenance when a call represents an emergency. Maintains records and logs of requests for repairs, history of repairs completed, and a housing database that provides details of housing construction and equipment. Notifies appropriate staff of charges to tenants. Maintains database of property inspections completed/due. Prepares maintenance reports as requested by supervisor. Completes and monitors progress of purchase orders for products and services. Required to carry department pager on a rotating basis. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date: 9/29/2023

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: M.Olen

Status: Permanent/FT

Starting Salary: \$18.86 - \$20.74/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to www.accap.org/accapcareers