

MAINTENANCE COORDINATOR

FULL TIME POSTION, ON SITE
MON THRU FRI 8AM TO 4PM



SALARY

\$61,000 - \$67,000

BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Life Insurance
- Mileage Reimbursement

HOW TO APPLY

 bflores@newtonhousing.org

 www.indeed.com/cmp/Newton-Housing-Authority/jobs

 Attn: Beatrice Flores
Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

MAINTENANCE COORDINATOR

DESCRIPTION OF RESPONSIBILITIES

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- Receive and process all maintenance requests from on-call answering service and other referrals, create work order in software system, and coordinate work order assignment with Maintenance Foreman.
- Perform data entry of maintenance work orders, including finalization of work completed with maintenance staff and work order closeout.
- Coordinate with residents to schedule work orders, emergency work when required.
- Create tenant notices regarding planned and emergency maintenance work.
- Coordinate housing quality inspections with outside contractor for public housing units and Section 8 units, including scheduling of inspections, collection and dissemination of inspection reports, creation of inspection generated work orders, and coordination with maintenance department.
- Coordinate scheduling with maintenance contractors, including plumbers, electricians, elevator maintenance, landscapers, etc.
- Coordinate scheduling of City of Newton, EOHLC, HUD, and other funders as required. Coordinate back flow tests, fire alarm maintenance, and other City of Newton/Newton Fire Department related maintenance work.
- Prepare work order tracking reports quarterly and as required by the EOHLC PMR.
- Maintain deferred maintenance plan.
- Manage tenant key requests and key return process.
- Coordinate vacancy turnover process, including key return, with Maintenance Foreman and Director of Administration.
- Receive telephone inquiries and disseminate information, make referrals to proper persons and agencies.
- Perform other related work as required.

REQUIREMENTS

- Must have a current and valid Driver's License and own transportation with proof of current automobile insurance and the ability to travel to and between Authority properties.
- Ability to remain seated for a majority of the day, walk/move around the office, climb stairs (if need be), carry files or boxes up to 25 lbs., occasionally stoop and kneel to access records, work in front of a computer screen for a majority of the day, etc.

QUALIFICATIONS

- Bachelor's degree or higher with at least three year's business experience or equivalent preferred.
- At least three years of housing related experience preferred.
- Excellent written and interpersonal skills, diligent work ethic and positive outlook required.
- Candidate should be highly organized with very strong written and verbal communication skills.
- Candidate should have a collaborative and flexible work style with a team player mindset and a strong commitment to NHA residents and Authority mission and values.