



## PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

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### JOB DESCRIPTION: MAINTENANCE COORDINATOR

TITLE:	Maintenance Coordinator
REPORTS TO:	Maintenance Director
SALARY RANGE:	\$27.00- \$39.00/ hourly + On-Call Compensation PCHA Benefits Package
SHIFT/SCHEDULE:	Hourly, Non-Exempt Union Full-time, 40 hours/week Monday through Saturday options; Daily shift hours to be negotiated. On-Call, with compensation, after hours and weekends on rotation which averages one week once every other month.

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 40 individuals.

#### **BASIC FUNCTION**

The Maintenance Coordinator is a non-exempt, union/bargaining position in the Maintenance Department of Pierce County Housing Authority. Under general administration of the Director of Maintenance, the Maintenance Coordinator is responsible for overseeing maintenance and repair work performed by PCHA Maintenance Specialists and Third-Party Contractors on PCHA apartment communities, business operation sites, and affordable housing properties throughout Pierce County. In addition, the Maintenance Coordinator will provide support to the Maintenance Director in recruiting, administration, and personnel issues involving Maintenance Staff. The Maintenance Coordinator will also perform routine inspections of all systems and equipment performing any repairs or maintenance work necessary.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

#### **ESSENTIAL FUNCTIONS**

The following functions may be performed manually or in computerized form in conjunction with the above-described items:

- Estimate costs and types of materials required for necessary repairs. Obtain estimates and contracts for repairs of a licensed trade nature or for repairs determined to be beyond staff capabilities.
- Participate in painting, glazing, soft tile laying, masonry, plumbing, carpentry and electrical repairs to buildings and equipment.

- Clean, service and make repairs to a wide variety of heating, ventilating and related equipment.
- Remove and/or replace partitions, install doors and locks, repair all types of roofing, repair cabinets, floors, windows, footings, sidings, and make general structural repair at the journeyman level and other related carpentry work.
- Measure, cut, thread, and install pipes for water lines; repair and/or replace plumbing fixtures; and perform related acetylene welding.
- Make estimates of labor, time, costs, and materials.
- Repair floors and install soft ceramic tile.
- Maintain all required files and records using computers, software, and hard-copy files.
- Perform exterior and interior painting.
- Install window glass.
- Perform masonry and concrete work in connection with sidewalks, curbs, and gutters and also on buildings and foundations.
- Conduct inspections of dwellings to determine the cause of defects and/or problems with the mechanical and structural systems of the dwelling as well as existing building components.
- Instruct residents in maintenance of units.
- Clean, sharpen, and repair tools.
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Comprehensive and demonstrated knowledge of modern building construction and repair principles, practices, and materials.
- Excellent knowledge of all stages of construction wherein possible defects and/or violations may be easily observed and corrected.
- Working knowledge of local, public, and private building practices and codes.
- Ability to read and interpret plans and specifications.
- Ability to generate comprehensive and accurate work write-ups and cost estimates. Ability to prepare and explain building plans, sketches, and diagrams.
- Ability to follow written or oral instructions in English.
- Ability to prepare clear, concise reports and to maintain essential records and files. Demonstrated skill in evaluating construction progress, and ability to perform progress inspections.
- Ability to establish and maintain good working relationships with contractors, building officials, and fellow employees.
- Satisfactory physical condition enabling employee to field-inspect projects including the ability to climb stairs and ladders and make entry into confined spaces such as crawl spaces and eaves.
- Skill to develop and maintain harmonious relationships with coworkers, the public, and with PCHA officials.
- High regard and ability to meet schedules and deadlines.
- Skills in planning and organizing work and excellent ability to work independently with minimal direction.
- Ability to work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Ability to maintain proprietary information in a confidential and professional manner.
- Proven ability to understand and execute oral and written instructions and policies.
- Attendance is an integral component of this position.

### PREFERRED QUALIFICATIONS

- College degree, Associate's, or Bachelor's degree, with major course work in liberal arts, social services, business administration, or related field. Directly relevant experience will be considered in lieu of required degree.
- At least two (2) years of supervisory responsibilities.
- Excellent verbal and written communication skills, as well as negotiation, problem-solving, outcome measurement and analysis skills
- Mission-driven experience with a focus on serving the public.
- Must demonstrate high degree of integrity, ethics, and respect for others.

### MINIMUM REQUIREMENTS

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** Five or more years of experience at the journeyman level in the maintenance of residential buildings and equipment; OR
- Any equivalent combination of related education, training, and experience, which would demonstrate to PCHA's satisfaction, the ability to perform the work.
- Three to five years of recent hands-on experience in maintenance of residential buildings and equipment.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

### WORKING CONDITIONS

- The physical demands and work environment described here are representative of those that an employee must handle to successfully perform the essential functions of this job. Work is performed outdoors, inside housing units, and offices in all weather conditions.
- Occasional standing, walking, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching, or crawling; talking or hearing; ability to safely lift and carry 75 lb. a distance of 100 ft.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Operate various types of power tools, janitorial equipment, and other equipment commonly used to maintain safe and sanitary living environment for residents.
- Work involves considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- The incumbent will use power tools as well as standard office equipment including personal computers, telephones, copiers, and related equipment.
- Employee must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **HAZARDS:** Work environment involves some exposure to hazards or physical risks, which require following basic safe precautions. Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

### EQUAL OPPORTUNITY

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive

consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

### **APPLICATION REQUIREMENTS AND PROCESS**

- Submit both a one-page cover letter and resume.
  - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
  - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to [HumanResources@pchawa.org](mailto:HumanResources@pchawa.org) with SUBJECT Line of "Maintenance Coordinator– Your Last Name, Your First Name"  
OR mail to:
  - Human Resources
  - 603 South Polk Street, Bldg. C
  - Tacoma, WA 98444
- Questions may be addressed to:
  - Ney Calhoun, Human Resources Manager
  - [humanresources@pchawa.org](mailto:humanresources@pchawa.org)
  - 253-620-5420
- **DUE DATE:** Open until filled.