

Property Maintenance Coordinator Position Description

Reports to: Construction Director

Classification: Part-time (Approximately 10-20 hrs. / wk.)

Purpose of the Position:

The Property Maintenance Coordinator is responsible for the care and maintenance of specific administrative and programmatic properties owned by Sussex County Habitat for Humanity.

Property Maintenance:

- Regular maintenance of the following properties owned by Habitat. This involves having the skill to address small repairs and calling on subcontractors when necessary.
 - Volunteer Housing
 - Office Building
 - Jeremiah House (meeting space and 5 apartments)
 - Vacant homes before they get put on the build schedule
- Making improvement to the same properties as necessary.
- Moving furniture between properties as necessary for their changing use.
- Managing storage in properties and in sheds.
- Coordinating snow removal when necessary.
- Making sure that properties are properly winterized or un-winterized as needed.
- Manage cleaning services as necessary.
- Making sure landscaping on all properties is maintained according to the use of the property
- Manage grass cutting contracts on land inventory

Vehicle Care & Maintenance:

- Make sure all vehicles are cleaned outside and inside at least quarterly.
- Schedule and make sure that regular maintenance is performed on all vehicles.
- Make sure all vehicles are registered and insured.
- Facilitate the purchase process of vehicles and trailers as approved.
- Facilitate the disposal process of old vehicles and trailers.

Tools & Equipment Maintenance:

- Ensure that all tools and equipment are in safe and operational condition.
- Ensure that construction warehouse is organized.

Skills:

- Strong communication skills

- Disciplined time management
- Organized
- Skilled with setting up systems and processes
- Desire and ability to promote the mission and values of Habitat

Work Environment:

- Works independently, primarily in the field
- Must have own transportation for regular travel between sites
- Mileage available for work related travel
- Habitat vehicles can be used if needed to haul items

Application Process: Please send a letter of interest and resume to apply@sussexcountyhabitat.org. Include "Property Maintenance Coordinator" in the subject line.