



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

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Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

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## FACILITIES AND MAINTENANCE COORDINATOR

**Division:** Finance

**Department:** Maintenance

**Supervisor:** Chief Financial Officer/Venture President

**FLSA Status:** Exempt – Administrative/Executive

### Qualifications:

1. High School Diploma or equivalent required.
2. Two (2) years of facilities maintenance experience required, five years preferred.
3. Two (2) years of planning and scheduling workloads with little direction required.
4. Two (2) years of working with computers utilizing Windows based software preferred.
5. Valid Driver's License with no documented Type A violations in the past three years.

### Job Mission:

To ensure that agency facilities and equipment are properly maintained and issues are resolved in a timely and professional manner. Further, Facilities and Maintenance Coordinator is responsible for using his/her independent judgment and discretion with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

### Performance Standards:

1. Ensure that all agency premises and equipment are kept in such a manner so as to be able to conduct agency business on a daily basis including but not limited to cleanliness, and availability of needed supplies.
2. Have the ability to reconfigure work spaces and organize areas on an as needed basis.
3. Carry out other duties as directed by the Chief Financial Officer.
4. Supervise assigned staff of two or more people. Facilities and Maintenance Coordinator shall have hiring, firing, and disciplining responsibilities in concert with the Chief Financial Officer/Venture President.

### Hours & Wage

\$19.00 per hour (minimum)

40 hours per week, 52 weeks per year

### Location

Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Facilities and Maintenance Coordinator

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	1	Processing paperwork
Stand	3	Assisting staff
Walk	3	Assisting staff, mail delivery and pickup
Bend/Stoop	1	Putting supplies away

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	i
Crouch	Yes	
Balancing	No	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	This is occasional but could be more in certain circumstances

	Pounds	Comments
<b>Weight Lifted</b>	<b>51-75 lbs.</b>	This is occasional but could be more in certain circumstances

**Date:** August 22, 2023