

**SYCAMORE SERVICES, INC.**  
**POSITION DESCRIPTION**

TITLE: Maintenance Coordinator

DEPARTMENT: All Departments

JOB ANALYSIS CONDUCTED: February 2011      REVISED: March 2017

Note: Statements included in this description are the essential functions of this position. Other non-essential functions may be assigned.

Relationship

Reports to: Executive Director/CEO

Supervises: None

Other Internal contacts: Other Staff, Participants, Contractors, Families, Residential providers.

External contacts: Businesses, Community Members

Work Environment: 10% Office; 90% Community/Residential

Job Summary

Assist with all maintenance and physical adaption needs for Sycamore offices, rental properties and consumers residences necessary to ensure the health, welfare, and safety of the individuals or that enable the individuals to function with greater independence. Assist with planning for maintenance and environmental modifications to be completed by self or outside contractors following service and documentation standards as well as adhering to limitations. Provide flexible assistance as needed. Observe all safety precautions and requirements in driving the vehicles and completing daily tasks as required. Maintain certification in all health and safety courses required to meet funding and accreditation standards and agency policy. Maintain all required professional licensure/certification and permitting as appropriate.

Job Qualifications

- A. High school diploma or demonstrated equivalent competency required.
- B. Professional licensure/certification as applicable.
- C. 21 Years of age or older.
- D. Experience working with persons with disabilities in the community preferred.
- E. Excellent people and communication skills required.
- F. Ability to keep accurate documentation.
- G. Ability to work flexible/non-standard hours.
- H. Ability to lift up to 35 pounds; upper body leverage strength required.
- I. Knowledge of community and community activities preferred.
- J. Must possess a valid driver's license and ability to obtain a public passenger

chauffeur's/Operator's license with For Hire.

## Essential Functions

- A. Planning & Transportation
  1. Provide input in the planning process and assist with all maintenance and physical adaption needs for Sycamore offices, rental properties and consumers residences necessary to ensure the health, welfare, and safety of the individuals or that enable the individuals to function with greater independence.
  2. Assist with scheduling as needed.
  3. Provide on-going monitoring of maintenance requirements.
  4. Fill gas tank as instructed and remit charge receipt to supervisor.
- B. Safety
  1. Observe all safety precautions and requirements in driving the vehicles and completing daily tasks as required.
  2. Maintain certification in all health and safety courses required to meet funding and accreditation standards and agency policy.
  3. Maintain all required professional licensure/certification and permitting as appropriate.
  4. Immediately report all mechanical problems and any maintenance or repair needs to supervisor.
- C. Emergencies
  1. Handle emergencies which may develop, such as accidents, sickness, motor failure, blow outs, etc.
  2. Report accidents/incidents immediately to the proper authorities as well as to the supervisor.
- D. Communication
  1. Act as a liaison between the outside contractors and agency personnel
  2. Assess the satisfaction of repairs of maintenance services provided.
- E. Facilitating
  1. Coordinate the efforts of self and others toward maintenance repairs and environmental modifications following service and documentation standards as well as adhering to limitations.
  2. In a proactive manner, develop and coordinate alternative plans to ensure ongoing maintenance support.
- F. Sycamore Services Team
  1. Promote and uphold the agency's mission statement.
  2. Promote a sense of team through mutual respect and assisting co-workers as needed.
  3. Work with a variety of individuals in different settings.
  4. Work a flexible schedule with non-standard hours as needed.

5. Maintain all required documentation and needed data.
6. Maintain accurate time/billing records and submit to director as requested.
7. Attend in-service programs designed to develop better driving skills, improve knowledge of developmental disabilities or other training pertaining to job related information.
8. Perform other duties as assigned

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Approved

Date