

Property Maintenance Coordinator



MISSION

The Dwelling Place is a Christ-centered ministry providing healing and hope to victims of domestic abuse through supportive services and a safe, transitional place to call home.

PURPOSE

The Dwelling Place exists to break the generational cycle of abuse by equipping and empowering women and their children through the love of Jesus so they can experience lasting freedom.

JOB SUMMARY:

The Property Maintenance Coordinator is responsible for coordinating and assisting the maintenance of the facilities and residences of the Dwelling Place. This includes coordinating preventative care, standard maintenance repairs and overseeing projects for our multiple properties.

RESPONSIBILITIES:

- Help create and maintain a safe and pleasing atmosphere for our residents within the spirit and purpose of our mission and purpose
- Coordinate and/or perform general maintenance and simple repair of residential properties and facilities
- Be able to proactively identify maintenance and repair needs
- Be the primary contact for staff regarding maintenance needs
- Be the primary contact for contractors and hold them accountable to service agreements
- Ensure that external property safety and appearance including lawn/snow removal is maintained
- Lead, coordinate and communicate with volunteers in maintenance and repair projects
- Communicate with major building project leaders and staff on project updates, statuses and needs
- Keep an accurate and thorough record of ongoing and completed maintenance and repairs
- Ensure all maintenance equipment is clean, organized and in good working order
- Be familiar with and have basic operational knowledge and safety practices for common power and hand tools
- Understand and be able to operate and maintain common household major appliances
- Assist with resident move-ins and move-outs and preparing facilities for new residents
- Assist in inventory tracking
- Keep exterior and common areas safe, neat and clean
- Ensure there is a female house attendant present whenever males working inside resident occupied areas
- Ensure compliance with city building codes and ordinances for the properties
- Be the on-site contact for housing inspections
- Be available to triage rare on-call emergency repairs

EDUCATION & QUALIFICATIONS:

- Minimum of High School Diploma or equivalent
- Be able to work independently and manage time efficiently
- Have the flexibility to be available during daytime business hours, evenings and Saturdays as needed
- Be able to clearly and thoroughly communicate with staff and vendors
- Have the ability to foresee needed maintenance and repair tasks
- 3-5 years' general knowledge and/or experience in home maintenance which can include home ownership experience
- Be able to perform minor and basic home maintenance tasks such as hanging pictures, changing furnace filters, painting, lawn care, etc. (some training provided)

Mailing Address: 940 44th Avenue NE, Unit 21307, Columbia Heights, MN 55421

TRANSFORMING LIVES THROUGH CHRIST'S LOVE.

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- Be able to perform the physical requirements for the position which include being able to communicate, sit, stand, reach, bend, twist, kneel, crawl, climb ladders and lift and move 40 pounds
- Ability to use Microsoft products and electronic communication outlets
- Ability to communicate in a caring and welcoming manner with staff, residents and volunteers
- Have reliable transportation for traveling between properties and obtaining supplies and materials
- Be able to pass a background check and have a clean drug screen
- The position requires the applicant to perform duties in circumstances with women and children involving privacy and the need for safe expression of difficult experiences
- In keeping with best practices of domestic violence recovery and because of the sensitive nature of working in the homes of women and children who have experienced the trauma of domestic violence, and not to inhibit recovery or trigger trauma reactions, female applicants are preferred

CLASSIFICATION: Non-exempt, 20 hours per week

REPORTS TO: Office Manager

If interested, please send a cover letter and your resume to officemanager@tdpmn.org

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