



1906 Pearl St. ♦ Austin, TX 78705  
(512) 476-5678  
www.collegehouses.org

**Position:** Maintenance Coordinator

**Hours:** 10:00 am- 6:00 pm, Monday- Friday (full-time, non-exempt)

**Accepting resumes and cover letters until:** October 17th

### **Overall Job Description**

College Houses is a self-sustaining nonprofit with the mission of providing affordable housing for students in the Austin area. The organization owns and operates seven co-ops which are managed cooperatively by over 500 members. The Maintenance Coordinator reports to the Facilities Director and is responsible for the support and implementation of the College Houses maintenance programs. S/he works with House Maintenance Coordinators to ensure the best possible upkeep of the facilities while educating members on how to maintain the buildings themselves. This position has three primary functions: to assist with maintenance program management, maintenance projects, and member education

### **Key Responsibilities:**

#### **1. Maintenance Programs and Management**

- Assist in the development and management of a comprehensive preventative maintenance program
- Help monitor house maintenance programs as well as maintenance expenses and equipment
- Make recommendations to the Facilities Director on major repairs and facility updates
- Help update house maintenance manuals and other support material
- Interact with College Houses Capital Improvement Committee.

#### **2. Maintenance Projects**

- Assist with building maintenance as required, e.g. installing sinks, toilets, repairing doors, locks, etc.
- Help Facilities Director with more challenging projects, e.g. rebuild balconies, kitchen/room remodels
- Interact with contractors for repairs, e.g. a/c's, roofing, plumbing
- Help with house inspections.
- Maintain records of maintenance projects, repairs and costs
- Coordinate end of semester check out
- Coordinate fire and safety inspections

#### **3. Member education**

- As repairs are being done, teach members the skills necessary to do the job at hand
- Coordinate with House Maintenance Coordinators to train and help them do general maintenance projects, such as clear drains, paint, replace light fixtures, etc.
- Work with House Maintenance Coordinators to coordinate monthly inspections and repairs, assist in maintaining house equipment inventories, and provide data on replacement dates for house equipment

**Skills, Requirements and Attributes**

- B.A. or B.S. degree
- Dedication to College Houses' mission and the cooperative model
- Familiarity with tools, various saws, drills, sewer machines, etc.
- Strong computer skills and proficiency in Microsoft Office Suite, especially Excel and Word; web authoring experience a plus
- Experience working and communicating with a team
- Excellent interpersonal skills
- Punctual, strong work ethic, and willingness to learn complex systems and projects

To apply please email cover letter and resume to Angela Atwood at [angela@collegehouses.org](mailto:angela@collegehouses.org) or mail to 1906 Pearl St. Austin, Tx 78705, or fax to 512.476.1743. No phone calls, please.