

Madison Community Cooperative is Hiring

Two (2) Maintenance Coordinator(s)

About MCC

Madison Community Cooperative (MCC) is a non-profit housing cooperative governed by its 200 member-residents who collectively manage our 12 cooperative houses in Madison's downtown and near-east side. Our mission is to improve the Madison community by providing low-cost, not-for-profit cooperative housing for very low to moderate-income people and to be inclusive of underrepresented and marginalized groups of the community. We have made a commitment to work for social and housing justice.

Job Description

The two (2) Maintenance Coordinators (MCs) work together to facilitate and/or implement the decisions, projects and policies of MCC on behalf of its members as they relate to the maintenance needs of our properties. The two (2) MCs will work cooperatively with MCC's Maintenance Committee, Board of Directors, individual members, and one another to advance MCC's mission. This position is for 30-40 hours of work per week.

Roles and Responsibilities:

- Work with the Maintenance Committee to develop/implement planned and preventative maintenance projects and yearly budget.
- Coordinate efforts with House Maintenance Coordinators to provide training related to maintenance skills.
- Perform home maintenance as needed.
- Review work orders/estimates/bids for validity and best pricing before a request for approval.
- Ensuring proper maintenance and safe utilization of MCC equipment/vehicles as needed.
- Aid in determining types of equipment and supplies needed to accomplish maintenance work
- Maintain a digital records relevant to projects and daily activity.
- Perform various types of heavy lifting and physical labor.

We seek individuals who have experience or strong interests in:

- Cooperative and low income housing
- Training others in home repair and maintenance.
- Non-violent communication and working cooperatively with marginalized people.
- Group decision making.
- High personal integrity and ethics with uncompromising standards.

Skills and Abilities

1. Maintain a service-oriented relationship with members and co-workers.
2. Knowledge of building/mechanical systems maintenance, building renovation and construction
3. Learning MCC policies and procedures.
4. Willing to respond to occasional emergency maintenance situations as needed.
5. Resourcefulness in acquiring/upcycling tools and building materials for cost savings.
6. Strong organizational, oral, and written communication skills.
7. Ability to adapt to an evolving work environment.

8. Willing and able to work under various weather conditions.
9. Some skill in supervisory principles and techniques.

Minimum Requirements:

- 3+ years general home maintenance and repair experience
- 3+ years experience coordinating/scheduling maintenance for rental properties or similar experience.
- Knowledge of single/multi-family/historic residential building codes and regulations.

Compensation and benefits include competitive salary, health, dental, retirement, and paid time off.

Application Information:

- Applications due by Wednesday, April 3rd.
- Applications must be submitted electronically.
- Applications must include cover letter, resume, and three professional references with contact information.
- Please email in PDF to: hire@madisoncommunity.coop

Equal Opportunity

MCC is an equal opportunity employer and service provider, and does not discriminate against individuals based on protected class status. People of all genders, colors, sexual orientations, ability statuses, ages, and other identities are encouraged to apply.

Application Deadline April 3rd

Questions? Email hire@madisoncommunity.coop.