



## **Job Description and Duties of Maintenance Coordinator**

Department: Support

Status: Non-exempt

Reports to: Director of Operations

Schedule: Monday through Friday (minimum 40 hours/week)

**Job Description:** The Maintenance Coordinator works within the Support Department and is responsible for the integrity of our purchasing & inventory system and companywide communications. The Maintenance Coordinator works closely with office administration, employees, accounting department, suppliers and vendors.

**Physical requirements:**

- Stand, walk, bend, stoop, sit at a desk;

**Skills/Qualifications:**

- Landscape work experience;
- Strong knowledge and understanding of purchasing procedures;
- Basic knowledge of business principles and processes and office protocol;
- Microsoft Operating System and Office Applications, including strong Excel skills;
- Ability to work independently and as part of a team;
- Self-motivated and pro-active;
- Highly effective and persuasive communication skills;
- Vendor relations management;
- Filing and document management;
- Proficient and accurate ten-key and keyboard data entry;
- Process improvement and documentation;
- Attention to detail;
- Ability to operate computers and other office machines using repetitive hand/eye movement on a daily basis
- Time-management, prioritization and organizational skills;
- Observant, analytical, inquisitive and attentive.

**Duties:**

- Performs various administrative tasks; tracks expenditures; reviews invoices, work orders and purchase orders;
- Prepares written documentation such as contract specifications, work orders, change orders, payment requests and correspondence with contractors;

- Prepares activity reports, including complaint resolutions, inspection and performance logs, and other technical and statistical documentation;
- Coordinates public outreach to residents and businesses of work being performed as needed; responds to inquiries, complaints, and suggestions;
- Assists with contracts for tree services, landscape services and contractor billings
- Prepares purchase orders for landscape materials, irrigation supplies, and related purchases;
- Performs other duties as required.