



Position: Facilities Maintenance Coordinator
Program: Facilities
Department: Facilities
Reports to: Property Supervisor
Compensation: \$49,920 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Responsible for all day to day maintenance and repairs for the Los Angeles LGBT Center's locations

- 1) Respond to, prioritize and coordinate daily requests from approximately 20 different departments for Facilities needs at multiple locations, primarily through use of the CMMS (computerized maintenance management system);
- 2) Manage and monitor regular building and property maintenance/repairs for all Center locations; schedule and oversee regular outside vendor/contractor assignments;
- 3) Take responsibility over assigned location; performing daily rounds, repairs and outsourcing work to vendors when needed
- 4) Ability to independently perform repairs (carpentry, plumbing, painting, electrical, etc.);
- 5) Maintain, organize and manage building access, lock, and key systems;
- 6) Responsible for organization and inventory of facilities storage solutions; both onsite and offsite
- 7) Investigate, evaluate and implement all building and equipment repairs, purchases and renovation projects with approval;
- 8) Provide support and coordination with all construction and remodel projects as needed;
- 9) Assist in managing and maintaining compliance with all government building regulations, including monitoring, testing, and proper operation of all Life Safety and Security Systems;
- 10) Provide Facilities Finance and Logistics Manager with receipts, vendor invoices, information regarding financial charges, supply purchases, and employee reimbursements to ensure financial and budgetary processing and reconciliation;
- 11) With the Security Supervisors, monitor and control theft and property damage, through report investigation, follow up and record keeping;
- 12) With the Facilities Management Team, be responsible for the reporting, investigation and follow up of all accidents for OSHA compliance, Workers Compensation, and Center Security reporting systems;
- 13) With the Facilities Management Team, work on the development, implementation and management of agency-wide safety plan (Injury and Illness Prevention Plan), Facilities policies and procedures, and compliance with OSHA and other governmental regulations;
- 14) Participate in disaster drills and trainings; assist in managing disaster supplies under the direction of the Property Supervisor
- 15) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit a cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum 3 years of hands on maintenance experience;
- 4) Knowledge and experience in general building management, maintenance and equipment repair; must have ability to perform repairs, experience using a variety of tools and equipment, and knowledge of proper safety procedures;
- 5) Strong organizational skills, including superior written and verbal communication skills;
- 6) Must be able to pleasantly and professionally handle a heavy workload of many diverse requests via phone, e-mail and in-person, in the middle of a very busy healthcare setting;
- 7) Ability to work cooperatively with many departments, clients and other agency staff members;
- 8) Proficient computer knowledge required; MS Office Suite, and the aptitude to learn other complex software programs;
- 9) Access to reliable transportation and the ability to be insured; will be required to travel to various sites as needed;
- 10) On-call for scheduled and emergency situations; willing to be scheduled to work weekends and after-hours;
- 11) Bilingual a plus; (English / Spanish preferred);
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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