



Position: Maintenance/Property Coordinator
Program: Facilities
Department: Facilities
Reports to: Property Supervisor
Compensation: \$45,760 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 handling all maintenance related staff requests and performing all day to day repairs for the each of the Los Angeles LGBT Center's (Center) locations.

ESSENTIAL FUNCTIONS:

- 1) Perform repairs, including, but not limited to plumbing, patch and paint, HVAC work and carpentry;
- 2) Perform clean-up after repairs/maintenance, general property clean-up as needed;
- 3) Respond to, prioritize and coordinate daily requests from approximately 20 different departments for Facilities needs at multiple locations, primarily through use of work order system (StackFM);
- 4) Perform daily rounds ensuring facility is well-maintained and clean as well as addressing issues in a timely and appropriate manner to assure facility is in good working order;
- 5) Manage and monitor regular building and property maintenance/repairs for all Center locations; schedule and oversee regular outside vendor/contractor assignments;
- 6) Maintain, organize and manage building access, lock and key systems;
- 7) Organize and maintain facilities storage solutions; both onsite and offsite;
- 8) Work with movers and property coordinator team for all staff moves, storage runs, furniture installs;
- 9) With the Property Supervisor, investigate, evaluate and implement all building and equipment repairs, purchases and renovation projects;
- 10) Provide support, coordination and hands-on assistance with construction and remodel projects;
- 11) With the Facilities Management Team, manage and maintain compliance with all government building regulations, including monitoring, testing, and proper operation of all Life Safety and Security Systems;
- 12) Participate in disaster drills and trainings; assist in managing disaster supplies under the direction of the Property Supervisor;
- 13) Other duties as assigned.

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/repair experience;
- 4) Construction or trade experience a plus;
- 5) Proficient knowledge of a multitude of hand and power tools and knowledge of proper safety procedures;
- 6) Knowledge in HVAC, plumbing, drywall, electrical, and lock systems including but not limited to snaking drains, changing locks, replacing faucets/toilets, and patch and paint work;
- 7) 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;
- 8) Strong organizational skills, including superior written and verbal communication skills;
- 9) 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 setting;
- 10) Ability to work cooperatively with many departments, clients and other agency staff members;
- 11) Proficient computer knowledge required; MS Office Suite, and the aptitude to learn other complex software programs;
- 12) Access to reliable transportation and the ability to be insured; will be required to travel to various sites as needed;
- 13) On-call for scheduled and emergency situations; willing to be scheduled to work weekends and after-hours;
- 14) Bilingual a plus; (English / Spanish preferred);
- 15) 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.

E-mail [cover letter](mailto:jobs@lalgbtcenter.org) and [resume](mailto:jobs@lalgbtcenter.org) 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.