



Job Description: Maintenance Coordinator

Job Title: Maintenance Coordinator

Department: Operations

Reports To: Director of Transportation and Facilities

Supervises: None

Job Type: Full-time

Employment Classification: Non-Exempt

Position Overview:

The Maintenance Coordinator supports daily facility, fleet, and grounds maintenance operations by coordinating work, tracking performance, and ensuring timely resolution of maintenance needs. This role focuses on scheduling, documentation, vendor coordination, and hands-on oversight of routine activities while supporting a safe, compliant, and pest-free environment. The Maintenance Coordinator serves as a **secondary point of contact** for maintenance issues and escalates complex or high-risk matters to the Maintenance Manager.

Duties and Responsibilities:

Maintenance Coordination & Scheduling

- Coordinate and schedule routine maintenance, inspections, and repairs for facility systems (HVAC, plumbing, electrical, fire safety, alarms, etc.).
- Receive, prioritize, and track maintenance requests and work orders from staff and department heads.
- Monitor maintenance timelines and follow up to ensure work is completed as scheduled.
- Support fleet maintenance coordination, including scheduling service and tracking vehicle readiness.

Vendor & Contractor Support

- Coordinate with external vendors and contractors for specialized maintenance, repairs, and inspections.
- Ensure vendors comply with safety requirements and scope of work.
- Maintain service documentation and escalate performance concerns to the Maintenance Manager.

Facilities, Safety & Compliance Support

- Monitor facility systems and equipment to ensure proper operation and safety compliance.
- Assist with routine inspections to identify maintenance needs or potential safety risks.
- Support pest control activities, sanitation efforts, and environmental safety programs.
- Assist with emergency response procedures related to facility operations and maintenance.

Administrative & Recordkeeping

- Maintain accurate records of maintenance activities, inspections, service reports, and expenditures.
- Track inventory levels of maintenance supplies, tools, and replacement parts.
- Assist with procurement requests and budget tracking; does not hold budget authority.
- Prepare reports and summaries on maintenance activity and trends for leadership review.

Continuous Improvement

- Identify and recommend opportunities for improved efficiency, safety, and cost control.
 - Support preventive maintenance planning and implementation.
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Qualifications:

- High school diploma or equivalent; technical degree or certification in facilities management, engineering, or related field preferred.
- Proven experience in facility maintenance, coordination, or management.
- Knowledge of building systems, HVAC, electrical, plumbing, and safety regulations.
- Strong organizational, time management, and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency with maintenance management software and Microsoft Office Suite.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Previous experience in a warehouse
- F Endorsement Driver's License
- Knowledge of and previous experience with forklift and pallet-jack usage
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Skills & Competencies:

- Problem-solving and critical thinking
 - Vendor and contractor management
 - Preventive and corrective maintenance planning
 - Budgeting and resource management
 - Knowledge of safety and compliance standards
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Working Conditions:

- Office and facility environment, with occasional exposure to mechanical systems, chemicals, or maintenance hazards.
- May require on-call availability for emergencies or after-hours maintenance.

Certifications (Preferred)

- OSHA, HVAC, electrical, or mechanical certifications relevant to the facility.
- Forklift or equipment operation certifications as required.

Physical Requirements:

- Ability to lift moderate weight (up to 50 lbs.) and perform physical tasks associated with maintenance inspections.
 - Ability to navigate facility areas, including stairs, ladders, and confined spaces.
 - Travel Requirements: Occasional travel for industry conferences, site visits, partners, and community events.
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Compensation and Benefits:

- **Salary:** Competitive based on experience.
 - **Benefits Package:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Simple IRA Retirement Plan, Paid Leave, and Wellness Days off.
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Equal Employment Opportunity Statement:

Second Harvest Food Bank of East Tennessee is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Drug-Free Workplace:

We are committed to maintaining a drug-free workplace. This policy ensures a safe, healthy, and productive work environment for all employees.

This job description does not encompass all the duties of the role. Supervisors or managers may assign additional tasks as needed. The job description can be revised at any time and is not a contract for employment, nor does it alter the at-will employment status with Second Harvest Food Bank of East TN. Both Second Harvest Food Bank of East TN and the employee have the right to terminate employment at any time for any reason.

I have read and understand the above job description.

Employee Signature: _____ Date: _____