



# Maintenance Coordinator

Non-Exempt | Hourly (\$16.00 to \$23.99)

## OVERVIEW

The Facilities Coordinator is responsible for ensuring the safety, functionality, and aesthetic appeal of all Credit Union facilities. This includes performing and coordinating maintenance tasks, conducting inspections, and addressing repairs with vendors or contractors as needed. The role also manages the delivery of interoffice mail, supports courier-related tasks, oversees vehicle maintenance, and maintains an inventory of supplies to ensure operational readiness. Reporting to the CIO, the Facilities Coordinator works closely with management to address facility-related needs, adapt to evolving organizational requirements, and ensure compliance with safety and service standards.

## DUTIES AND RESPONSIBILITIES

### Facility Maintenance 50%

Perform and coordinate a wide range of maintenance tasks to ensure the safety, functionality, and aesthetic appeal of Credit Union facilities. Responsibilities include handling repairs related to electrical, plumbing, HVAC, and general building systems, as well as addressing structural or cosmetic issues such as paint, flooring, and fixtures. Conduct regular inspections to proactively identify and resolve issues with janitorial services, parking areas, furnishings, and equipment. Collaborate with vendors and contractors to schedule and oversee preventive maintenance and repairs, ensuring all work complies with contracts, service agreements, and safety standards. Respond promptly to urgent maintenance needs to minimize disruption to operations.

### Courier Support 30%

Deliver interoffice mail between branches and departments, ensuring timely and accurate delivery of correspondence, packages, and other materials. Assist departments with courier-related tasks, including coordinating external deliveries, picking up orders, and supporting logistical needs.

### Vehicle Maintenance 10%

Oversee the maintenance, cleanliness, registration, and repair schedules for Credit Union vehicles. Ensure vehicles are in proper condition, compliant with regulations, and readily available for organizational use.

### Inventory and Supplies Management 5%

Maintain an organized inventory of maintenance and cleaning supplies. Order and distribute materials to ensure all branches are adequately equipped for operational needs.

### Other Duties as Assigned 5%

Support additional facility-related tasks and special projects as needed, demonstrating adaptability to meet the evolving needs of the organization.

---

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

## EDUCATION AND EXPERIENCE

### Education

High school or GED required.

### Experience

Two to five years' similar or related experience required.

Ten or more years' experience in a trade preferred.

### Skills

- Must have a valid driver's license, proof of insurance, and a clean driving history.
- Previous experience in project management, facilities planning, contract administration, or small works construction preferred.
- Must maintain a professional image and remain calm in stressful situations.

## ADA REQUIREMENTS

Individuals must bend, sit, and stand to perform primarily sedentary work with limited physical exertion and occasional lifting up to 60 lbs. Must be capable of climbing / descending stairs in an emergency. Must operate standard office equipment, including computer terminals and keyboards, telephones, copiers, facsimiles, and calculators. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must work extended hours or travel off-site whenever required or requested by management. Must be capable of regular, reliable, and timely attendance.

## ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

---

**EMPLOYEE SIGNATURE**

---

**DATE**

---

**AUTHORIZED REPRESENTATIVE**

---

**DATE**