



Maintenance and Special Projects Coordinator

Parkview Services, a non-profit organization in Shoreline, WA, owns and manages 67 scattered-site residential rental properties serving more than 190 low-income people with Intellectual and Developmental Disabilities (IDDs). Our Affordable Housing Program rental properties include single family homes and condominium units scattered throughout King, Snohomish, and Pierce Counties. Visit www.parkviewservices.org to learn more about our Affordable Housing Program.

Parkview Services seeks to add a Maintenance and Special Projects Coordinator to our Affordable Housing Program team. If you have experience with project or construction management, project coordination, and home maintenance, and a desire to give back to your community, please apply today!

SUMMARY

The Maintenance and Special Projects Coordinator is part of the Affordable Housing Program team at Parkview Services. In coordination with the Affordable Housing Program team, this position is responsible for the management of projects in Parkview Services Affordable Housing Program Portfolio, performing routine and preventative maintenance, ensuring compliance with funder contracts, and assisting in development activities.

PRIMARY RESPONSIBILITIES

Project Management [30%]

- Develop, execute, track and manage Affordable Housing Program housing portfolio and projects in accordance with Capitol Needs Assessments (CNAs), highest need, and property reserves, in collaboration with Affordable Housing Program team.
- Coordination of maintenance at Affordable Housing Program homes in collaboration with Parkview Property Services, LLC maintenance team.
- Review and compare consultant proposals.
- Review, manage and track consultant agreements including invoices and change orders.
- Review construction plans for consistency and inspect/approve completed work by contractors
- Organize, update and maintain project specific files and systems.

Maintenance [60%]

Maintain Affordable Housing Program portfolio:

- Conduct routine inspections
- Perform basic and preventative maintenance
- Oversight of contractors when professional repairs are necessary
- Compliance with local laws regarding entry to homes



Housing development [5%]

- Assist with gathering due diligence materials.
- Establish and maintain familiarity with major local municipalities development processes and locate entitlement, permit, and code documents/information/history.
- Assist with research and preparation of grant applications.

Contract Compliance [Continuous]

- Be well versed in Affordable Housing Program Funder Contracts
- Organize, update and maintain files, systems and processes in accordance with Funder Contracts.

Program Duties - Other [as needed]

- Provide backup support to Affordable Housing Program staff as needed.

QUALIFICATIONS

- A minimum of one-year experience in project coordination required, three or more years preferred. Bachelor's degree in project or construction management a plus. Experience performing routine maintenance required.
- The successful candidate will be committed to affordable housing development and preservation and have an aptitude and ambition for continued proficiency in contract compliance, project management, and home maintenance.
- Must be able to simultaneously coordinate multiple projects.
- Must have excellent organizational, written and verbal communication skills and be a team player.
- Must have satisfactory knowledge of Microsoft Office Suite and proficient knowledge of Microsoft Excel.
- Candidates should be able to work independently, be detail oriented, be comfortable with uncertainty and have strong mathematical, oral, written and analytical skills.
- This position will report directly to the Affordable Housing Program Director and work with the Project Manager, Tenant Coordinator and Maintenance Staff supporting their work, taking on duties summarized above plus other tasks as assigned.
- Must pass criminal background check.
- Valid driver's license and good driving record
- Fully Vaccinated individuals preferred



*Parkview
Services*

SKILLS + ABILITIES

- High level of follow through and follow up.
- Exceptional organizational skills.
- Maintain and utilize strong verbal and written communication skills.
- Ability to develop strong understanding of construction document organization.
- Understand basic consultant roles in a project structure (architect, structural, civil, etc.).
- Familiarity with service agreement contracting and consultant contracting.
- Skilled in the use of hand and power tools.

LOCATION

Shoreline, WA office, and travel between homes from Lake Stevens to Graham

SCHEDULE

Monday through Friday, 40 hours per week

COMPENSATION

TBD Based on Experience

Paid vacation and sick days

401k retirement plan with employer contributions after 1 year of service

Health, dental, and vision insurance plans, FSA