



Maintenance Coordinator * Spectrum located in Middletown, NY

Overview: Spectrum is seeking a Maintenance Coordinator in Middletown, NY.

The Maintenance Coordinator, under general supervision, is responsible for performing moderately advanced level of building maintenance. Assists in selection of facility service vendors, coordination of vendor-related work, and facility safety program.

MAJOR DUTIES AND RESPONSIBILITIES:

Actively and consistently support all efforts to simplify and enhance the customer experience.

Provide routine building and office maintenance (includes inside and outside facility and facility grounds, in accordance with seasons).

Assist with the maintenance of office equipment and supplies.

May assist with budget planning process and/or selection of facility service vendors and contractors.

Coordinate vendor and contractor-related work (including routine and capital improvements work) ensuring that activity is non-disruptive to daily functions.

Assist in administration of facility Safety Program (Includes activities such as serves as Safety Committee Coordinator, reports safety activity to regional office in compliance with OSHA, State, Federal, and other guidelines, conducts/assists in conducting employee safety training, conducts routine fire/tornado drills, etc.).

Replace, perform minor repair of, and maintain electrical and plumbing fixtures; perform minor carpentry and painting at facility; and monitor facility backup generator system.

Maintain inventory levels and order inventory and supplies as necessary.

Perform routine inspections and maintenance of facility HVAC equipment.

Maintain facility security (e.g. keeping records of keys issued, security clearance levels, building access, and alarm system codes).

Perform other duties as requested by supervisor.

Required Skills/Abilities and Knowledge

Ability to read, write, speak and understand English

Ability to accurately measure distances, using tapes or other measuring devices

Ability to adhere to local, federal regulations and company policies

Ability to differentiate between different sizes and colors of wires

Ability to implement record keeping procedures Ability to perform job from high places (i.e. poles and roofs)

Ability to prioritize and organize effectively Ability to use the following hand tools electric drills, hammers, wrenches, screwdrivers Ability to work independently

Ability to work with small components and wires

Ability to use personal computer and software applications (i.e. word processing, spreadsheet, etc.)

Knowledge of basic mathematics and electronics

Knowledge of cable television products and services

Knowledge of National Electric Code and National Electric Safety Code

Knowledge of HVAC equipment

Knowledge of backup generator systems Vision ability close vision, peripheral vision, and ability to adjust focus

Required:

High School Diploma or equivalent

Valid driver's license, satisfactory driving record within Company required standards and auto insurance

Required Related Work Experience in Plumbing and/or carpentry, electrical Wiring, Building Maintenance, and HVAC.

Working Conditions:

Exposure to dust and fluctuating indoor temperatures Work and travel in inclement weather

Physical Requirements candidate must have ability to carry, climb and operate extension ladder, (approx. 28 ft high and 75 pounds) and to work while standing 50 - 70% of the time

Shift, Salary and Benefits: This is a full-time position, Second Shift, Tuesday - Saturday, \$20.00 - \$27.00 hourly, depending on skills, qualification, and experience. Benefits include, Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, and 401K Retirement.

Apply by clicking this link <https://jobs.spectrum.com/job/middletown/maintenance-coordinator/4673/67304631344>