

Public Housing Maintenance Coordinator Oshkosh / Winnebago County Housing Authority

Maintenance Coordinator

The Oshkosh / Winnebago County Housing Authority provides affordable rental housing assistance and resident services to low- and moderate-income families. Formed in 1970, the Housing Authority provides housing assistance to over 900 households annually. The Oshkosh / Winnebago County Housing Authority seeks a Maintenance Coordinator to join their team

Position Summary:

Under the general supervision of the Director of Maintenance and Executive Director, the Oshkosh Housing Authority seeks a detail-oriented and proactive Public Housing Maintenance Coordinator to coordinate maintenance services, conduct property inspections, and manage vendor contracts to ensure safe, clean, and code-compliant living environments. This position supports timely work order completion, preventive maintenance scheduling, contractor coordination, and resident communication while ensuring compliance with HUD regulations, local housing codes, and agency policies.

Key Responsibilities

Work Order & Maintenance Operations

- Receive, review, prioritize, and assign maintenance work orders.
- Assist in implementing work order tracking system.
- Track work order status and ensure completion within required timelines.
- Coordinate emergency maintenance response (e.g., leaks, heat outages, electrical hazards).
- Inspect completed work for quality and compliance.
- Provide guidance and assistance to maintenance mechanics and general maintenance staff.
- Assist with training, and workflow improvements.

Preventive Maintenance & Inspections

- Maintain preventive maintenance schedules for building systems (HVAC, plumbing, electrical, fire safety, etc.).
- Conduct routine property/unit inspections and document findings.
- Identify recurring issues and recommend repairs or upgrades.

Contractor & Vendor Coordination

- Request bids/quotes and coordinate outside contractors when needed.
- Monitor contractor performance and verify work completion.

- Ensure vendors follow safety rules, insurance requirements, and site protocols.

Inventory & Materials Management

- Track inventory of maintenance supplies, tools, and equipment.
- Order materials as needed and ensure cost-effective use of resources.
- Maintain records of parts, purchases, and usage.

Resident Communication & Customer Service

- Communicate with residents regarding scheduling, access needs, and repair updates.
- Address maintenance-related concerns professionally and promptly.
- Support resident satisfaction by maintaining a respectful and service-oriented approach.

Compliance, Safety & Documentation

- Ensure maintenance work follows HUD NSPIRE standards, local building codes, and agency policies.
- Support inspections and audits (HUD, NSPIRE, local code enforcement).
- Maintain accurate records including work orders, inspections, incident reports, and preventive maintenance logs.
- Promote workplace safety and ensure proper use of PPE and safe work practices.

Required Qualifications

- High school diploma or GED required (trade school or technical certification preferred).
- 2+ years of experience in property maintenance, facilities coordination, or housing maintenance.
- Knowledge of basic building systems (plumbing, electrical, HVAC, carpentry).
- Ability to read work orders, basic plans, and inspection reports.
- Strong organization and communication skills.
- Valid driver's license and ability to travel between sites.

Preferred Qualifications

- Experience working in **public housing**, affordable housing, or HUD-regulated environments.
- Supervisory or lead-worker experience.
- Familiarity with NSPIRE inspections and UPCS/HQS standards.
- Certifications such as EPA Section 608, OSHA-10, or similar.

Skills & Competencies

- Work order management and prioritization
- Problem-solving and troubleshooting
- Customer service and conflict resolution

- Attention to detail and documentation accuracy
- Ability to work under pressure and respond to emergencies
- Strong teamwork and leadership mindset

Working Conditions

- Regular walking of properties, stair climbing, and outdoor work in varying weather.
- Requires hands on maintenance work when necessary.
- Will require on-call availability for emergencies and to cover on call staffing shortages.
- Must be able to lift to 50 lbs. and perform physical tasks related to inspections and coordination.

Pay & Benefits:

- Pay Range: \$28.58-\$31.91/hour (based on experience)
- Dental Insurance
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA)
- Health Insurance
- Life Insurance
- Paid Time Off (PTO)
- Retirement Plan (WRS)
- Vision Insurance