



Maintenance Department Coordinator

The Opportunity:

We are seeking a Maintenance Department Coordinator to join our Cabin Works administration team!

In this role, you will be the main point of contact between our maintenance clients and Cabin Works field team to ensure that maintenance jobs are acquired, scheduled, and completed profitably and in alignment with our company mission and core values.

Some Highlights:

- Be the hero - deliver peace of mind to our clients by helping to keep their properties safe and well maintained through effective communication and follow through.
- Have balance - work-life balance and quality time away from work is a big deal at Cabin Works. We even provide you access to ski, golf and rec passes and you begin accruing vacation time on day #1 so you can enjoy your time away.
- Challenge yourself and stay interested - though we have recurring tasks that help maintain a solid schedule, we also have a variety of different jobs that come up each week so you can put your problem solving skills to work while constantly learning and growing.
- Be appreciated - be recognized for a job well done through team recognition, bonuses, fun company events and more awesome benefits!

About our Company:

We are a family business founded in 2010 with the mission to ***minimize the hassle of property ownership by delivering peace of mind through reliable services, consistent communication, and a company culture of integrity.*** We get excited with a job well done and especially excited when our clients reach out with kudos! We love that our clients feel confident in our services and our Cabin Works team. We love transparent communication and working together to deliver quality service to our clients.

We get excited about providing family activities for our team members throughout the year to continue building our community and show our appreciation for your hard work. We also love giving back to our community through donations and volunteering.

We are an equal opportunity employer.

Who We Hire:

We are building a team of professional, competent and friendly people whose goal is to be of value to our clientele and continue growing our company successfully. We hire grown-ups and we will treat you like one. You will be expected to take responsibility for yourself and be a consistent contributor to your team. We are transparent and honest with you; and expect the same in return.

We would love to meet you if you:

- Have a positive attitude and enjoy working with others

- Are detail oriented, organized and can apply critical thinking skills
- Have a willingness to learn and grow in this position and within the company.
- Are able to communicate effectively with team members
- Will pass a background check
- Are aligned with our Core Values: **1) People matter more than anything, 2) Take Ownership, 3) Do What's Right, 4) Thrive Together.** Please review these core values and what they mean to us on our team page before applying: <https://cabinworkscolorado.com/employment/>. Our company mission and core values are the basis for all decisions we make here and how we work together. It's important you are aligned with these before applying for any opportunity in order to be successful and happy here at Cabin Works!

Job Details:

- Main point of contact between our maintenance clients and Cabin Works field team
- Prepare for and run weekly the Monday morning maintenance meeting to go over job updates, schedule, etc.
- Updating schedule throughout the week and relaying to team members.
- Work with our field team and other key team members to produce accurate estimates, schedules, job scope definition, while maintaining friendly and effective relationships to keep team morale high.
- Communicate effectively with clients and Cabin Works team pertaining to project work orders, questions, schedules, and status via Cabin Works established (and ever improving) internal processes.
- Create and develop relationships with new subcontractors and vendors to support and strengthen the maintenance department.
- Coordinate options and solutions for client/property needs as they arise
- Create work orders that are clear, complete and concise and dispatch to field staff and to relay expectations to clients.
- Receive and review completed work order emails and house check updates from service technicians, apply edits and relay to clients
- Understand expenses on the job and assist in approving and verifying job costs.
- Understand labor costs on the job and assist in approving and verifying timesheet accuracy.
- Create and relay maintenance estimates, work orders, and invoices.
- Track, monitor, and successfully communicate job profitability, review and track maintenance department revenue and profitability goals/results as well as other Key Performance Indicators.
- Procure, coordinate, and order job materials and equipment as needed.
- Oversee and initiate recurring maintenance tasks for client and office (e.g. Annual detector battery replacement)
- Oversee equipment and tool inventory
- Share after hours/weekend phone support responsibility for troubleshooting property/guest issues and/or dispatching maintenance for emergency service

Pay and Benefits:

- Pay at \$20-\$24 per hour depending on experience and with room for advancement. Starting pay rate determined after the interview process and evaluated with raise potential at the first performance review at 90 days.
- This is a full-time, year round position at 30-35 hours per week working in the office (and also partially from home if preferred and once fully trained). The typical schedule is Monday-Friday 8am-4:30pm, but the schedule is flexible with communication.
- Access to 2 passes for you and a friend or family member to enjoy free skiing, free golf, local recreation centers, and more throughout the year.
- PTO accrued on day #1
- Relocation stipend of \$200 (if relocating from out of state) in 2nd paycheck
- Signing bonus of \$200 after 80 hours and 1 month of employment

- Retention bonus of \$250 after 500 hours and 6 months of employment
- Employee referral bonus - \$100 for every new employee that you refer that is hired and works 80 hours.
- 401k retirement plan with up to a 2% match after 1000 hours and 1 year of employment
- Super fun, family-friendly events like BBQ's, annual Colorado Rockies game, kickball tournament for charity, Zoom parties, and much more!

Job Requirements:

- Alignment with Cabin Works' core values. Please review our core values and learn more about us on our team page here: <https://cabinworkscolorado.com/employment/> before applying. Our company mission and core values are the basis for all decisions we make here and how we work together. It's important you are aligned with these before applying for any opportunity in order to be successful and happy here at Cabin Works!
- Must pass a background check.
- Experience in property maintenance is preferred, but not required. Willingness and desire to continually learn and grow a must.
- Ability to pivot work plans and job assignments based on scheduling and priority changes throughout the day.
- Excellent communication skills.
- Friendly personality with the desire and excitement to work with others in a team environment.
- Detail oriented and organized. We have many processes and systems in place to help keep everyone in the loop with project status and general information. Consistent and reliable follow through on tasks is essential.
- Proficient with computers. Technology is important to us and we use many software programs to make work easier. Training is provided, but familiarization and comfort with computers is an important skill to have.
- Desire and ability to talk to new people and develop and maintain healthy relationships.

How to Apply:

- Visit our website to apply: <https://cabinworkscolorado.com/job-application/>
- You can also stop by our office in downtown Granby to meet us and fill out our application in person. Our address is: 625 E. Agate Ave Granby, CO 80446.

Cabin Works provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Cabin Works complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.