

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Maintenance Technician II

Reports to: Property Manager

Education Requirements: High School Diploma or equivalent

Experience Requirements: 5+ years hands on experience, HVAC or Electrical Certification a +

FSLA: Non exempt, Full-time

Job Summary:

As a Maintenance Technician II you will work under minimal supervision and perform a variety of journey level maintenance duties which includes: preventive maintenance, electrical, mechanical, carpentry, grounds maintenance, masonry and light construction repairs within multiple properties in the affordable housing industry.

Essential Job Duties and Responsibilities:

- Troubles issues to determine necessary repairs
- Repair standard plumbing issues such as basic sink leaks, replace standard cabinetry pipes, hardware, and open up clogged lines and drains, replacement of small appliances.
- Construction repairs may include cabinet doors and drawers repair, remove and repair drywall, paint walls, clean carpets and install cabinets and flooring.
- Minimal facility and landscape maintenance includes but not limited to: repair outdoor lights, sprinklers, trash bin cleanings, wood rot, repair exterior landscape walls or fences and maintain grounds upkeep to provide a safe and clean community.
- Perform annual preventive maintenance across all properties. Troubleshoot HVAC systems and change out filters and bearings, along with needed light bulbs, fuses and ballasts, electrical plugs, switches, outlets and fire and carbon monoxide alarms.
- Diagnose problems with building heat, electricity and water systems.
- Perform pre- and post-move out inspections, documenting and taking/attaching photos of unit condition
- Maintain inventory items and purchase products as needed within budget guidelines and property standards.
- Must wear protective equipment when doing all maintenance work.
- Communicate effectively in a professional, tactful and courteous manner to all tenants and vendors.
- Adjustments of hours, work schedule and overtime may be needed from time to time.
- Perform all assigned responsibilities, duties and tasks within OSHA safety codes and practices.

- Assist in after hour calls when needed.
- Special projects or duties may be assigned as needed.

Job Qualifications:

- Must be 18 years or older
- Prompt and regular attendance required
- Flexible schedule to occasionally work evenings and weekends as required
- Must pass background check as required by law
- Ability to lift up to 75 pounds with proper lifting techniques.
- Must maintain a valid California Driver's License with a clean driving record to operate Company vehicle. State mandated vehicle Insurance is required.
- Familiar with MSDS /Safety Sheets.
- Knowledge in OSHA Safety Standards for processes and use of power and manual tools, chemicals and all other maintenance equipment.

Skills:

- Technical Skills (best methods, tools (power and manual), repair techniques, materials to be used)
- Schematics
- Interpersonal Skills
- Trouble Shooting
- Problem Solving Skills
- Physical ability
- Attention to Detail
- Time Management
- Effective communications
- Responsible and Good Attendance