



Transforming Parents' Lives. Improving Children's Futures.

## **Maintenance Technician**

Warren Village is actively seeking an energetic, passionate, and skilled Maintenance Technician.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

### **Job Description - Summary**

#### **Essential Duties & Responsibilities:**

- Accomplishing the timely completion of all duties necessary to maintain, repair and upgrade the grounds, buildings, apartments and equipment of the property.
- Ensuring the apartment building and grounds meet or exceed all HUD regulatory expectations, that the Learning Center facility meets or exceeds all licensing and accreditation expectations and that the property maintains a proper appearance.
- Performing tasks to make-ready vacant apartments (including hauling trash, drywall repair, replacing doors, plumbing repairs, appliance repair/replacement, painting, etc.)
- Responds to work-orders for repairs daily
- Provides daily maintenance and preventative maintenance of apartments, common areas, Learning Center, offices and grounds.
- Snow removal is an essential function of this position.

#### **Requirements:**

- A minimum of one (1) year recent experience in apartment maintenance.
- Must be skilled in; electrical (replacing outlets, switches, ballasts, light fixtures, ceiling fans, breakers, etc.), plumbing (toilet unclogging, faucet replacement, drain repair, finding leak sources, soldering copper pipe, replacement of cast pipe, etc.), and have common handyman skills such as patching, painting, hanging doors, appliance moving, trash removal, lawn care and snow removal.

- Must have the ability to lift at least 50 pounds and to perform all physical functions necessary to the maintenance of the buildings.
- Must have excellent organizational, communication, diagnostic/troubleshooting skills and at least basic computer skills.
- Must possess an awareness of the security and safety concerns of residents, employees and volunteers
- A valid Colorado Driver License is required.
- Skill in maintaining existing heating/air conditioning equipment and ability to monitor and correct issues with the building automated systems would be a plus

**Salary & Benefits:** This is a full-time non-exempt position with an attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package. The hourly wage range is \$17.00 to \$18.00 per hour, commensurate with experience.

**Supervision & Work Relationships:** Position reports directly to the Housing Manager. Work environment encourages individual creativity, teamwork and professional accountability. Must be committed to Warren Village’s mission and culture.

**To Apply:** Interested candidates should submit the following items (as separate pdf attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: Maintenance Technician.

1. Resume
2. Three professional references (to be contacted only if candidate progresses to the final round).
3. Cover letter addressing the following items (responses not to exceed 300 words each)

***Only applicants selected for an interview will be contacted.***

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*