



Transforming Parents' Lives. Improving Children's Futures.

## **Maintenance Tech**

Warren Village has an immediate opening for a full-time 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. We believe in empowerment and that any person, given the right opportunities, can achieve true self-sufficiency. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports.

Warren Village offers a two-year transitional housing program for homeless single-parent families. The program is an opportunity for families to become economically and personally self-sufficient before moving to permanent housing. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports. We are looking for people who believe that we can learn from failure and that we can improve our outcomes through reflection. We want creative, critical thinkers who are not restricted by convention. We want candidates who bring ideas to the table, energy to the team and a sense of humor. We want employees who want to change the world, starting at Warren Village.

### **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.

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*)
  - a. Describe your most important professional accomplishment.
  - b. How would you approach your first month in this position?

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