

Maintenance and Grounds Technician - PT

Summary/objective:

This is a 25-30 hour/week position.

Maintenance technicians perform repairs and upgrades that keep the interior and exterior of apartment communities in first-rate condition. Daily responsibilities include painting and grounds maintenance work, electrical and plumbing repairs, and helping with apartment turns. Sometimes may be called if for emergency situations.

Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.

Essential Functions and Responsibilities:

- Accomplishing the timely completion of all duties necessary to maintain, repair and upgrade the grounds, 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 clean and proper appearance.
- Performing tasks to help the full-time maintenance crew make-ready vacant apartments including: hauling trash, setting up supplies for apartment turns, painting, etc.
- Provides preventative maintenance of common areas, Learning Center, offices and grounds, such as: touch-up painting, recycle removal, minor maintenance repairs.
- General groundskeeping; Snow removal, lawn care and property clean-up is an essential function of this position.

Competencies:

- Strong working knowledge of plumbing, electrical and general maintenance.
- Ability to problem solve and figure out why equipment is malfunctioning.
- General handyman skills
- Strong ability to read and comprehend safety procedures, maintenance and operating rules and procedural manuals.
- Ability to work with diverse groups of residents, staff and children. Engaging in es with a professional and polite attitude with co-workers, the general public and residents.
- Ability to utilize strong interpersonal aptitude in dealing with complaints using diplomacy and discretion.
- Engages in open communication with facilities management team.
- Detail oriented and organized and able to work independently, with accuracy under limited supervision.
- Must be committed to Warren Village's mission and culture

- Strong integrity, discretion and ability to maintain confidentiality.

Minimum Requirements:

- One year of related maintenance and/or groundskeeping experience.

Required/Preferred education and/or experience:

- High school diploma or general education degree (GED) preferred.
- Apartment complex maintenance experience

Work Environment:

The working environment is typically that of a multi-level apartment building. Subject work indoors and outdoors, multiple times during a shift.

Physical Demands: The person in this position need to:

- Occasionally lift and/or move up to 70 lbs.
- Use their hands to handle, control, or feel objects, tools or controls.
- Frequently use repetitive movements.
- View/see details of objects that are less than a few feet away.
- Understand the speech of another person. Speak clearly so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Use one or two hands and fingers to grasp, move or assemble objects.
- Make quick, precise adjustments to machine controls.
- Bend, Stretch, twist or reach out.
- Be physically active for long periods without getting tired or out of breath.
- Hear and focus on sounds and differentiate between them.
- Make fast, repeated movements of fingers, hands and wrists.
- Use muscles to lift, push, pull or carry heavy objects.
- Determine the distance between objects.
- Coordinate movement of several parts of the body, such as arms and legs, while the body is moving or remaining in place.
- React quickly using hands, fingers or feet.

Salary & Benefits: \$21 - \$27 per hour.

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Comprehensive paid leave plans. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Maintenance Technician - PT.**

1. Resume
2. Cover letter*

*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have

lived experiences that may contribute to your experience for the position, please document in cover letter.

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 another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.