

Maintenance Technician (FT)

Exempt Non-Exempt:

Creation/Revision Date: May 2, 2024

Division/Department: Operations & Administration

Reports to: Director of Facilities & Housing

Supervises: N/A

Summary/objective:

Maintenance technicians perform a variety of repairs and upgrades that keep the interior and exterior of apartment communities in first-rate condition. Daily responsibilities include electrical and plumbing repairs, painting, general maintenance and grounds work. May be called if for emergency situations, this is required.

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:

- **Repair Plumbing Fixtures**
 - Repair issues with plumbing systems. Replace or install faucets, toilets, and hot water tanks. Fix garbage disposals, dishwashers, which are all affected by plumbing issues.
- **Electrical Repair**
 - Electrical repair and replace power switches, fuses, and wall sockets. Troubleshoot electrically powered appliances such as ceiling lights, ceiling fans and garage doors.
- **Painting and Drywall Repair**
 - Paint and/or touch ups and damage repair on walls. Repairing drywall damage, covering up normal wear and tear and sealing drywall around pipes and fittings. When renters change apartment units, add a fresh coat of paint to get the apartment ready for a new tenant. Paint communal areas, exterior walls and apartments.
- **HVAC Repair**
 - Responsible for fixing heating, ventilation, and air conditioning (HVAC) systems. When these systems fail, notify residents or replace an HVAC system.
- **Cabinetry Repair and Replacement**
 - Replacement of cabinets. Cabinet door and drawer repairs, cabinet floor replacements/repairs, and finishing.
- **Floor Replacement and repair**
 - Replacement of damaged self-leveler, VCT flooring planks and cove base.
- **Appliance Repair and Replacement**
 - Repair and replacement of refrigerators, stoves, dishwashers and garbage disposals.
- **Window Covering Repair and Replacement**

- Repair and replacement window covers in apartments, offices and classrooms.
- **Automotive Repairs**
 - Minor repairs/replacement to include bulb and windshield wiper replacements, filling fluids and completing schedule maintenance.
- **Managing Property Exterior Appearance**
 - Responsible for helping maintain attractive facility and grounds appearance at all times. Address many aspects of community presentation, including picking up trash and fixing any needed outdoor repairs. Maintain grounds by mowing and pulling weeds, removing leaves, trimming trees and maintaining sprinkler systems.
 - Other key functions, may include repair or operation of freezing windows, fitting doors, replacing and building shelves, repair of concrete, masonry, roof, fencing, sanding, etc.

Other duties as assigned.

Competencies:

- Commitment to the mission, goals and values of Warren Village.
- General handyman skills
- Strong working knowledge of plumbing, electrical and general maintenance.
- Able to identify problems, analyze potential solutions, and implement effective strategies to resolve issues. Comprehend and effectively manage complex regulatory requirements.
- Able to prioritize multiple tasks, allocate time efficiently and meet deadlines for multiple projects and/or activities.
- Strong ability to read and comprehend safety procedures, maintenance and operating rules and procedural manuals.
- Able to effectively communicate their ideas and understand the ideas of others; including the ability to convey information effectively, both verbally and in writing. This includes effective listening skills. Engages in open communication with facilities management team.
- Ability to work with diverse groups of residents, staff and children. Engaging in employees 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. Able to work well with others to achieve common goals; including being able to compromise, negotiate and effectively manage conflict.
- Able to see what must be done and act without being prompted.
- Able to accurately perform tasks with a high level of detail and organization.
- Strong integrity, discretion and ability to maintain confidentiality.
- Able to adjust to new conditions or changes in the work environment is crucial; including being open to new ideas and the ability to adjust to changes, such as new tasks, policies, or technologies.
- Demonstrated behaviors like punctuality, maintaining a professional appearance and displaying a positive and respectful attitude.
- Able to learn from experiences and apply them to new situations.
- Able to retain a positive attitude towards work, regardless of the nature.

Minimum Qualifications:

- High school diploma or general education degree (GED) preferred. Appropriate licensing and trade certifications(s).
- Two years of related maintenance experience.

Required/Preferred education and/or experience:

Apartment complex maintenance experience required
HVAC or EPA technician certification preferred
Asbestos certification preferred

Additional eligibility requirements (Certifications, Licenses, etc.):

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 needs 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.

Travel Required: Yes

Salary & Benefits: \$26.07 to \$30.25 DOE: **Typical hiring range of: \$26.07 to \$28.70**

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. Company paid life and long-term disability insurance paid and Employee Assistance Program. Professional development and tuition reimbursement opportunities. Discounted Early Learning Childcare services available.

To Apply: Interested candidates should submit resume and cover letter (as separate PDF attachments) to www.indeed.com/cmp/Warren-Village-Inc./jobs?jk=fd91e4e345d5d62c&start=0&clearPrefilter=1

Maintenance Technician (FT)*. This position will be posted until the latter of May 26, 2024 or until a qualified candidate is hired.

*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.

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 or other diverse 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.