



California Human Development

Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT Housing / Napa Farmworker Housing Centers LOCATION: Filipino Center Plaza in Stockton, CA	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: Maintenance Technician/HVAC EPA Certification	POSITION STATUS: Regular Full-time FLSA STATUS: Non-Exempt
SALARY: Grade 7	PROGRAM HOURS: 40 hours per week

SUMMARY:

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. CHD/HOUSING DEPARTMENT develops and manages housing properties in widely spread communities in the CHD service area.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Maintenance Manager or On-site Manager, the Maintenance Technician will perform the following duties:

- A. Assist the Maintenance Manager in all maintenance projects, as necessary.
- B. Perform light electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc.
- C. Perform light plumbing work such as clearing stoppages, replacing fittings, etc.
- D. Replacement of broken glass, tile, carpet, screens, garbage disposals, fixtures, appliances, draperies, and locks.
- E. Painting, interior and exterior.
- F. Perform carpentry work such as fitting doors, freeing windows, replacing and building shelves, sanding and refinishing floors.
- G. Perform daily inspections and report findings.
- H. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

COMMUNICATION SKILLS:

- A. Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.

- B. Write business correspondence memorandums, reports, plans and procedures.
- C. Computer literacy.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, fractions, and percentages.
- C. Create and interpret charts and/or graphs.

REASONING ABILITY:

- A. Establish and maintain professional relationships with residents, management, vendors, employees, and external agencies as well as with the general public.
- B. Ability to solve problems, resolve conflicts effectively, and use effective judgment in crisis situations
- C. Ability to lead and motivate people.
- D. Maintain appropriate boundaries with residents and employees both on and off duty as defined by CHD policies.

QUALIFICATIONS

EDUCATION:

High School Diploma or GED

EXPERIENCE:

- A. Minimum two years' experience with basic electrical, plumbing, painting, and carpentry repairs, as well as basic landscaping installation and general maintenance desirable.
- B. Experience working in a residential setting is desirable.
- C. HVAC EPA Certification

WORK CONDITIONS:

PHYSICAL DEMANDS:

This position requires:

Frequently:	Walking, Seeing, Hearing, Speaking, Standing, Bending, Lifting up to 25 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Lifting up to 50 lbs, Squatting, Kneeling
Seldom:	Climbing, Twisting, Sitting, Lifting up to 75 lbs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment represents typical conditions that an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

OTHER:

- May require local or overnight travel on behalf of CHD.
- May have exposure to hazardous materials or conditions.

CERTIFICATION, LICENSES AND REGISTRATIONS:

- A. A Valid California Driver's License.
- B. Proof of insurance on personal vehicle.
- C. Recent satisfactory DMV printout of driving record.
- D. May also require, for staff working with youth or seniors, a fingerprint clearance from the U.S. Department of Justice as well as a criminal and sex offender background check.

ACCEPTANCE and CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions and all other aspects of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature