



**California  
Human Development**

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

<p><b>PROGRAM/DEPARTMENT</b> Housing / Napa Farmworker Housing Centers</p> <p><b>LOCATION: Filipino Center Plaza in Stockton, CA</b></p>	<p>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.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p><b>JOB DESCRIPTION TITLE:</b> Maintenance Manager</p>	<p><b>POSITION STATUS:</b> Regular, Full Time</p> <p><b>FLSA STATUS:</b> Exempt</p>
<p><b>SALARY: Grade 9</b></p>	<p><b>PROGRAM HOURS:</b> 8:00 a.m. to 5:00 p.m.</p>

**PROGRAM DESCRIPTION:**

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

**SUMMARY:**

The maintenance manager is responsible for performing skilled work in the maintenance, alteration, and construction of equipment and structures; and to do related work as required.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the supervision of the Site Manager, the Maintenance Manager will perform the following duties:

- A. Oversee all project maintenance and repairs in compliance with local, state and federal fair housing laws as well as funding source regulations.
- B. Create, maintain, and execute maintenance file program, including:
  - a. Preventative Maintenance Schedules of the rental units and common areas
  - b. Daily Inspection Reports of the buildings and common areas
- C. Annual Inspection Schedules
  - a. Safety reports in compliance with corporate policy
  - b. Inventory reports
  - c. Capital Improvement / Redecorating Schedule
- D. Execute work orders from tenants and staff in accordance with established policies and procedures.
- E. Comply with OSHA and CHD safety standards

- F. Prepare scope of work and obtain bids for work orders estimated to exceed threshold established by funding source, in accordance with corporate procurement policy and procedures.
- G. Coordinate, schedule and monitor contractors/vendors working on the rental units and common areas.
- H. Review vendor invoices for accuracy and code them to proper accounts in a timely manner.
- I. Schedule repairs and replacements in accordance with established policies and procedures.
- J. Schedule turnover work and complete make ready turnover work under the direction and priority assigned by the Site Manager. Ability to plan work in order to complete turnovers with required timeline completion timeline established for the Property.
- K. Ability to do all of the following:
  - a. Complete preparation and painting of the entire unit.
  - b. Wall repairs including sheetrock work and re-texturing to match existing wall paint/texture.
  - c. Vanity and cabinet installation
  - d. Fabrication and installation of Formica countertops
  - e. Mill work including installation of baseboard and painting and hanging of interior and exterior doors
  - f. Installation of VCT Tile and peel and stick tile flooring
  - g. Installation of all types of plumbing apparatuses including kitchen and bathroom sinks and faucets and all types of plumbing lines/pipes.
  - h. Installation of electrical switches including wiring of GFI receptacles
  - i. Installation of smoke detectors and CO2 detectors
- L. Perform move-in, move-out and annual inspections of rental units in compliance with local, state and federal fair housing laws as well as funding source regulations.
- M. Ability to train staff on maintenance duties including completion of work orders and completion of turnovers.
- N. Will be primary purchaser for Maintenance department, including purchasing of maintenance supplies and selection and scheduling of contractors for repair work
- O. Ability to utilize Property Management Software System Real Page Onsite and train staff to utilize it for work orders, make ready boards, asset management and inventory
- P. Perform annual inspections of common areas in compliance with local, state and federal fair housing laws as well as funding source regulations.
- Q. Create and maintain maintenance files in compliance with funding source regulations.
- R. Possess and control "as-built" plans and specifications and records of any modifications.
- S. Prepare, maintain and execute energy conservation program.
- T. Supervise other maintenance personnel.

- U. Comply with corporate inventory control policies and procedures utilizing property management software.
- V. Coordinate and schedule tri-annual ADA (Americans with Disabilities Act) survey.
- W. Coordinate and schedule CNA (Capital Needs Assessment) as needed.
- X. Enter data into property management software including but not limited to work orders, asset information, and supply orders.
- Y. Be responsible for staying within maintenance budget.
- Z. Attend community events and tenant meetings as assigned.
- AA. Perform On-Call Duties Monday through Friday 5 p.m. to 8 a.m.
- BB. Perform weekend On-Call Duties as assigned.
- CC. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE SKILLS:**

- A. Bilingual in English and the prevailing native language(s) of the residents at the housing site preferred.

**COMMUNICATION SKILLS:**

- A. Ability to work and communicate effectively with a wide variety of individuals and groups both orally and in writing.
- B. Ability to write business correspondence memorandums, reports, plans and procedures.
- C. Able to use basic computer programs such as Microsoft Word, Excel and Outlook.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

- A. Ability to 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. Ability to maintain appropriate boundaries with residents and employees both on- and off-duty as defined by CHD policies.

**SUPERVISORY RESPONSIBILITIES:**

- A. Supervise employee(s) within the guidelines of CHD Human Resources policies and procedures and applicable laws.
- B. Responsible for the overall direction, coordination, and evaluation of these employees.
- C. Responsibilities may include participation in hiring process and/or termination of employees within guidelines of CHD Human Resources policies and procedures.

**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.
- B. Minimum of one year experience as a maintenance manager of rental housing. Experience as a maintenance manager of non-residential properties may be substituted for a portion of the experience, at the discretion of the Housing Director.

**ADDITIONAL REQUIREMENTS:**

- A. On-site residency required. Employee Unit Occupancy Agreement must be signed prior to employment.
- B. May require local or overnight travel on behalf of CHD.

**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. May have exposure to hazardous materials or conditions.

**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.

**CERTIFICATION, LICENSES AND REGISTRATIONS:**

- A. Certification by a regulatory agency or a recognized training agency as a maintenance manager of rental housing may be required.
- B. A Valid California Driver's License.
- C. Proof of insurance on personal vehicle.
- D. Satisfactory DMV driving record.
- E. 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 of the **Maintenance Manager** job as outlined above.

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Employee's Signature      Date

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Supervisor's Signature      Date