



**California
Human Development**

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

<p>PROGRAM/DEPARTMENT Housing</p> <p>LOCATION:</p>	<p>CHDC is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer</p>
<p>JOB DESCRIPTION TITLE:</p> <p>Maintenance Technician</p>	<p>POSITION STATUS: FLSA STATUS:</p> <p>Regular Full-Time Non-Exempt</p>
<p>SALARY: Grade 7</p>	<p>PROGRAM HOURS: 8:00 a.m. – 5:00 p.m.</p>

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. The Maintenance Technician will assist the Maintenance Manager in keeping residential, commercial, common areas, buildings and grounds clean and well maintained.

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

- A. Execute work orders from tenants and staff in accordance with established policies and procedures.
- B. Comply with OSHA and CHD safety standards.
- C. Coordinate, schedule and monitor contractors/vendors working on the rental units and common areas.
- D. Review vendor invoices for accuracy and code them to proper accounts in a timely manner.
- E. Schedule repairs and replacements in accordance with established policies and procedures.
- F. 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 within required timeline completion timeline established for the Property.
- G. Ability to do all of the hands on work required for a turnover. This includes, but is not limited to 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 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
- j. HVAC repairs
- k. Light janitorial duties
- H. 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.
- I. Will make purchases for Maintenance department, including purchasing of maintenance supplies and selection and scheduling of contractors for repair work. Purchasing will be done in accordance with CHD fiscal policies and procedures.
- J. Ability to utilize Property Management Software System Real Page Onesite for work orders, make ready boards, asset management, and inventory.
- K. Perform annual inspections of common areas in compliance with local, state and federal fair housing laws as well as funding source regulations.
- L. Comply with corporate inventory control policies and procedures utilizing property management software.
- M. Attend community events, tenant meetings and training as required.
- N. Perform On-Call Duties Monday through Friday 5 p.m. to 8 a.m.
- O. Perform weekend on-call duties on a rotating basis as assigned.
- P. Actively participate in the safety program and provide meaningful suggestions for working safely.
- Q. 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.
- A. 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 not a requirement but may be required in the future. 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 Technician** job as outlined above.

Employee's Signature

Date

Supervisor's Signature