



**California
Human Development**

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

PROGRAM/DEPARTMENT Housing LOCATION: Napa, 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: Regional Maintenance Technician	POSITION STATUS: Regular Full-Time FLSA STATUS: Non-Exempt
SALARY: Grade 10	PROGRAM HOURS: 40 hours per week, Daily Schedule TBD

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.

PRIMARY PURPOSE OF THE POSITION: The Regional Maintenance Technician is responsible for keeping residential, commercial, common areas, buildings and grounds clean and well maintained at several Properties.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the Property Management Director, the Regional Maintenance Technician will perform the following duties:

- A. Timely completion of 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, common areas, buildings and grounds.
 - b. Weekly Inspection Reports of the buildings and common areas and grounds
 - c. Annual Inspection Schedules
 - d. Safety reports in compliance with corporate policy
 - e. Capital Improvement / Redecorating Schedule
- C. Execute work orders from Staff in accordance with established policies and procedures.
- D. Comply with Cal-OHSA and CHD safety standards.
- E. 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.
- F. Coordinate, schedule and monitor contractors/vendors working on the Properties
- G. Review vendor invoices for accuracy and code them to proper accounts in a timely manner.

- H. Schedule repairs and replacements in accordance with established policies and procedures.
- I. Schedule Turnover work and complete make ready turnover work under the direction and priority assigned by the Property Management Director. Ability to plan work in order to complete turnovers within required completion timeline established for the Property.
- J. Complete various hands on work projects. This includes, but is not limited to the following:
 - a. Painting
 - 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 baseboards, 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, 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
- K. Perform move-in, move-out and annual inspections of units in compliance with local, state and federal fair housing laws as well as funding source regulations.
- L. Coordinate, Schedule and perform Open and Close Down Building maintenance at the Napa Farm Labor Centers
- M. Maintain Vendor contacts for assigned properties
- N. Schedule and perform weekly landscaping services at assigned Properties
- O. Will be primary purchaser for equipment/materials needed for the Assigned Properties
- P. Ability to utilize Property Management Software System Real Page Onesite
- Q. Perform annual inspections of common areas in compliance with local, state and federal fair housing laws as well as funding source regulations.
- R. Create and maintain maintenance files in compliance with funding source regulations
- S. Possess and control "as-built" plans and specifications and records of any modifications of assigned Properties.
- T. Prepare, maintain and execute energy conservation program.
- 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/or complete CNA (Capital Needs Assessment) as needed.
- X. Be responsible for staying within maintenance budget.
- Y. Perform On-Call Duties Monday through Friday 5 p.m. to 8 a.m. and on weekend as assigned
- Z. Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

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 and property management software.

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.

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 technician of rental housing. Experience as a maintenance technician of non-residential properties may be substituted for a portion of the experience, at the discretion of the Property Management Director.

ADDITIONAL REQUIREMENTS:

- A. 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 Technician 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 Regional Maintenance Technician job as outlined above.

Employee's Signature	Date	Supervisor's Signature	Date
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