



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Maintenance Technician

DEPARTMENT/DIVISION: Housing

REPORTS TO: Maintenance Manager

FLSA STATUS: Non-Exempt

LOCATION: Mahal Plaza

REVISED DATE: 10/25/2023

Summary Description: Under the supervision of the Maintenance Manager, the Maintenance Technician assists in maintaining the physical components of the Mahal Plaza property in Yuba City. Responsibilities include helping manage work orders and conducting preventive maintenance and general maintenance repairs of the property in compliance with the Occupational Safety and Health Administration (OSHA) and California Human Development (CHD) standards. The Maintenance Technician may perform on-call duties as assigned and delegated by the Maintenance Manager.

DUTIES AND RESPONSIBILITIES:

- Assist in the completion of work orders and other maintenance-related items using plumbing, electrical, flooring, and carpentry skills, in compliance with HUD, OSHA and CHD safety standards and following all funding source compliance standards for maintenance.
- Along with the Maintenance Manager, keep and comply with the preventative maintenance schedule and other necessary maintenance schedules.
- Complete unit turnovers in a timely fashion.
- Assist Maintenance Manager and Apartment Manager in keeping the property prepared for physical inspections.
- Assist the Maintenance Manager in preparing, maintaining, and executing the energy conservation program.
- Utilize Property Management Software System Real Page Onesite for work orders, make ready boards, asset management, and inventory.
- Comply with and maintain inventory control policies and procedures utilizing property management software.
- As directed by the Maintenance Manager, control “as-built” plans, specifications, and records of any modifications.
- Attend training, community events and tenant meetings as assigned.
- Perform janitorial and custodial duties.
- Perform on-call duties as directed by the Maintenance Manager.

- Actively participate in the safety program by working safely, assessing building maintenance issues, processing, and reporting monthly maintenance and safety reports, and providing meaningful suggestions for working safely.
- Other duties as assigned.

Supervisory Responsibilities

None

Required Skills and Abilities

- Ability to travel to other locations as needed.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to read, analyze, and interpret general technical procedures and governmental regulations.
- Ability to use arithmetic skills normally applied in this position.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Demonstrate a dedication to CHD mission by serving CHD clients and demonstrating a professional and caring attitude to colleagues and clients.
- Ability to solve practical problems and deal with a variety of variables in all situations.
- Possess basic clerical skills with working knowledge of Microsoft Office products including Outlook, Word, and Excel.
- Knowledge of property Management Software System Real Page Onsite for work orders, make ready boards, asset management, and inventory.

Education and/or Experience

- High school diploma or General Education Degree (GED).
- Minimum of six (6) months of related experience and/or training.
- An equivalent combination of education and experience (i.e., minimum of four (4) years of related experience with no high school diploma or GED).

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
- Must possess a smart phone with the capability to install security authentication applications to securely access the CHD's network.

Physical Requirements

Regularly: Stand; Walk; manual dexterity; Stoop, kneel, crouch, or crawl; Talk or hear; Lift and carry up to ten (10) pounds.

Frequently: Reach with hands and arms; Climb or balance; Taste or smell; Lift and carry up to twenty-five (25) pounds.

Occasionally: Sit; Lift up to one hundred (100) pounds.

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus.

Work Environment

Regularly: Outdoor weather conditions

Frequently: Extreme cold or extreme heat; Risk of electrical shock

Occasionally: Wet or humid conditions; high precarious places, Fumes and airborne particles; Toxic or caustic chemicals; Work near moving mechanical parts; Vibration

Noise level: Loud (examples: metal can manufacturing department, large earth-moving equipment)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Reviewed by Human Resources: _____

Date: _____