



**Hope Communities, Inc.**  
**Associate Position Description**  
**Maintenance Technician Assistant**

**Scope and Nature of the Position**

Hope Communities is a nonprofit organization providing safe, quality housing, programs and services for low to moderate income families in the Denver Metro Region. Core to the mission of the organization is the commitment to empower economic opportunity and wellbeing for individuals and families through affordable housing, education, workforce training and support services. We, as an organization, are community leaders, advocates and conveners – tirelessly working to further the success of residents and our broader strategic goals.

We endeavor to provide exceptional service to all our residents and to include members of the broader community, as time and space allows. We currently engage 1,000 people per year with programs, services and housing. The strategic plan calls for us to expand program and the number of affordable units in our inventory in order to create greater impact in the community. The Maintenance Technician Assistant, as an individual and collectively as a member of the team, plays a significant role in helping to fulfill our mission.

This person is responsible for assisting the Maintenance Technician in the physical management of the property, including regular maintenance and emergency repairs. It is a full-time 40 hours a week, non-exempt position with hourly wage commensurate with experience. Hope Communities, Inc. offers a competitive salary and a generous benefits package that includes; paid time-off, medical, dental, life and retirement plan. Please note that the description outlined below is not an exhaustive list of duties and responsibilities.

**Essential Duties and Responsibilities**

- Complies with fair housing laws by ensuring that all residents are treated equally and fairly and with the upmost respect and dignity
- Picks up trash from grounds, dumpster areas, sidewalks, and parking areas. Sweeps areas around dumpsters and the office entrance
- Inspects grounds for any damage and the buildings or other structures for graffiti, which should be removed immediately, weather permitting
- Inspects for any missing or damaged light fixtures, signage, flags or other items. Has the manager or assistant manager create work orders for immediate repair or replacement
- Inspects playground equipment for any damaged or missing screws, bolts and any surface areas that could be dangerous and cause injury. Inspects ground cover in playground and makes sure it is free of debris and is in good condition. Reports any discrepancies to the manager or maintenance technician immediately
- Looks for any damage to trees, shrubs, grass and parking lots
- Checks laundry room- including floors that need swept or mopped. Wipes down laundry equipment, empties lint traps on dryers, and empties trash receptacles. Inspects and reports any damage to machines or if machines do not work
- Makes sure porch or patio areas are free of trash and if not notifies the manager for further action
- Reports all daily findings including any physical damage, regular maintenance and safety concerns to the Maintenance Technician for needed maintenance
- Assists Maintenance Technician with work repairs as appropriate

### **Weekly Duties**

- Sweeps common area stairs and the entrances to the basement. Inspects for loose railings or unsafe steps and reports any findings
- Assembles a list of supplies needed for maintenance of the common areas and gives to the Maintenance Technician to order

### **Monthly Duties**

- Makes arrangements with manager to walk the property after dark to make sure all exterior lighting is working. Reports to the Maintenance Technician all areas that need repairs and/or the light bulbs replaced
- Inspects all common area emergency signs, and fire extinguisher boxes, and makes sure that they are in good order. Reports any discrepancies

### **Programs, Services and Hope**

- Shows respect and good customer service to residents
- Works collaboratively with the Maintenance Technician and Community Manager to ensure property is safe, attractive, well maintained and comfortable for residents and staff
- Supports Hope Communities' fund raising and outreach programs. Includes attendance and assistance in the preparations and execution as needed
- Insures the safety of all residents by:
  - Sharing information and tips on safety measures
  - Participating in practice sessions for emergency drills

### **Other**

- Participates in all staff meetings as required
- Attends trainings in order to stay current with building needs and procedures
- Performs other related duties as assigned

### **Working Relationships**

- Reports directly to the Maintenance Technician and Director of Operations
- Under supervision of the Community Manager
- Works cooperatively and collaboratively with the Resident Services Coordinator and the Leasing Consultant

### **Work Environment**

- Ability to work in a housing and maintenance environment, which includes being able to safely lift, move or transport materials as heavy as fifty pounds without assistance
- Ability to work in an environment including being outdoors in inclement weather in order to clear walkways of snow, ice and/or debris
- Ability to work in heat, humidity, fumes and noise depending on tools being used and duties being performed

### **Qualifications, Skills and Experience**

- Experience working on multiple sites/properties on a daily basis
- Access to reliable transportation
- Ability to communicate clearly with a diverse population. Ability to speak, read, write and understand English
- Sufficient education to perform the essential functions listed
- Ability to operate and maintain all standard maintenance equipment safely
- Ability to read and understand blue prints

# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time  Part-time  Temporary  employment?

When could you start work? \_\_\_\_\_

### GENERAL

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Telephone Number

\_\_\_\_\_  
Present Street Address                      City                      State                      Zip Code

Are you 18 years of age or older? ..... Yes  No   
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.? ..... Yes  No

Have you ever applied here before?    Yes     No     If yes, when? \_\_\_\_\_

Were you ever employed here?        Yes     No     If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) ..... Yes  No

If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job? ..... Yes  No

If yes, give details \_\_\_\_\_

# EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

# SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes  No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes  No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

# WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

**Note: A job offer may be contingent upon acceptable references from current and former employers.**

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

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	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

# REFERENCES

Have you worked or attended school under any other names? . . . . . Yes  No

If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes  No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No

If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

Name	Address	Phone

## AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active for a limited time.  
Ask the organization's representative for details.