

Hope Communities, Inc.
Job Description

Job Title: Maintenance Technician
Department: Properties
Reports To: Community Manager and Director of Operations as warranted.
FLSA Status: Non-Exempt

POSITION SUMMARY

The Maintenance Technician is responsible for the physical management of the property, including regular maintenance and emergency repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes work orders and performs preventative maintenance in an acceptable and timely manner (contacts requester within one day and completes within one week if not an emergency). Performs minor plumbing repairs such as clearing plumbing stoppage, replacing faucets and piping, repairing drains. Completes minor electrical repairs, such as replacing switches, outlets, bulbs, installing or repairing light fixtures and ceiling fans; performs minor tasks in woodworking, such as frame repair, door and lock repair and installations; and HVAC maintenance to keep the building in good, working condition.
- Prepares vacated apartments for tenancy by painting, repairing/replacing appliances, patching and texturing walls, installing blinds, re-keying door locksets, shampooing carpeting and replacing screens with Hope Communities standards. Uses and supervises outside contractors as needed.
- Is available to work the rotating weekend on-call schedule day or night to quickly respond to emergencies.
- Maintains common areas, grounds, and parking lot by removing snow, trimming shrubs cutting grass, raking leaves, weeding, fixing fences, changing dumpsters, maintaining the sprinkler system, and repairing playground equipment in compliance with fire codes, insurance standards and local codes. Oversees the work of contracted vendors hired to perform some of the above tasks.
- Performs emergency repairs as needed. Continual awareness and repair of liability issues.
- Completes required documentation to include work orders, inventory of supplies, tools, and equipment.
- Secures and maintains all tools and equipment and maintains enough inventory of maintenance supply items.
- Complies with fair housing laws by ensuring that all residents are treated equally and fairly and with the upmost respect and dignity.
- Maintains compliance and documentation with OSHA, HUD, and Hope Communities standards.
- Ability to work with scattered sites and prioritize work within portfolio.
- Assist in inspections, maintaining supplies, and development and implementation of a preventative maintenance schedule.
- Serves as the contact person with outside vendors to ensure that all building systems are maintained and in good working condition.
- Performs all work in a timely and professional manner to provide optimal service for residents and staff. Maintains all work areas in neat and orderly condition.

- Coordinates with Community Manager to ensure timely repairs, regular ongoing maintenance, and apartment turnover.
- Ensures units are maintained to Hope Communities' quality standards.
- Ensures the safety of all residents by working with the Community Manager to maintain safe facilities and grounds, sharing information and tips on safety measures, and participating in practice sessions for emergency drills.

OTHER DUTIES AND RESPONSIBILITIES

- Works collaboratively with the Community Manager to assure property is safe, attractive, well maintained, and comfortable for residents and staff.
- Works cooperatively and collaboratively with the Program staff, Leasing Consultant, accounting staff and the Volunteer Coordinator (for occasional volunteer projects).
- Assists with general office work and special team projects.
- Promotes resident involvement and responsibility for the overall operation of the facility, through participation in the quarterly events and interaction with residents and staff to foster a community environment.
- Represents Hope Communities within a larger community as requested.
- Demonstrates the core values of the organization in all that is required in position.
- Supports Hope Communities' fund raising and outreach programs, as appropriate. Includes attendance and assistance in the preparations and execution as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possesses a working knowledge of materials, methods and tools involved in the maintenance of buildings and appliances.
- May specialize in an area of maintenance such as painting, carpentry, plumbing, etc.
- Ability to use hand and power tools in installation, maintenance and/or repair.
- Demonstrated ability to correctly perform minor repairs.
- Experienced working on multiple sites/properties daily.
- Ability to communicate clearly with a diverse population.
- Ability to read, write, speak, and understand English.
- Ability to operate and maintain all standard maintenance equipment safely.
- Ability to read and understand blueprints.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and can regularly travel throughout the properties by way of interstate highways and primary and secondary roads in the Denver metro area.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent of two years of maintenance experience required. Experience in a housing environment preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspond. Ability to speak effectively before groups of customers or employees of our organization. **Certifications, LICENSES,**

REGISTRATIONS:

None required. Certified Apartment Maintenance Technician (CAMT) Designation helpful.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to, handle or feel and reach with hands and arms. The employee is frequently required to smell for conditions that may be signs of problems such as mildew, mold, sewer gas, or other foul odors so that proper action can be taken. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work is usually moderate.

OTHER

- Equipment used to include, but not limited to, hand and power tools and standard maintenance equipment.
- Access: Stairs or elevator or secured ladder.
- Travel: Travel within the Denver metro area.

COMPENSATION

Hope offers fully paid health insurance and a monthly stipend for family health insurance plan. The organization also offers fully paid dental, life, short-term, and long-term disability plans. Employees receive accrued vacation and sick time, thirteen paid holidays, and eight hours of paid volunteer time annually. Salary range dependent on the extent of skills and relevant experience: \$22.50-24.50 per hour. Hope Communities is an Equal Employment Opportunity employer. We offer a competitive salary and benefit package.

Please note that the descriptions outlined above are not an exhaustive list of duties and responsibilities. To apply for this position, please send a cover letter and your resume or work history by email to: resumes@hopecommunities.org with maintenance technician in the subject line