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Assistant Maintenance Technician

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Description

Compensation: \$23 to \$26 per hour

Benefits: Premiums for medical, dental and vision coverage fully paid by the employer for employee only coverage. Employee pays for dependent coverage.

Everyone has the right to a quality, affordable home. At Community Roots Housing, this truth drives our work. By embracing community-led development and engaging in deep-rooted partnerships, we're fostering vibrant, equitable communities where everyone has access to safe, affordable and welcoming homes. Today, with nearly 50 apartment buildings – over 2,000 residents -- we continue our commitment to build community with and for people. We are a top performing, high-capacity not-for-profit corporation with an innovative portfolio of nearly 50 buildings throughout the Seattle area. Our buildings have won numerous awards from HUD, Urban Land Institute, Affordable Housing Finance Magazine, Future wise and other community development awards.

We are intentional in our hiring processes, seeing it as a chance to interrupt the cycle of racial and economic injustice that limits communities from accessing employment, building skills and investing in their own leadership development. We prioritize applicants who have firsthand experience in navigating the many systems that our residents face which impede their opportunities for success, as majority low-income, LGBTQ, and people of color.

Job Summary:

The Assistant Maintenance Technician works with our maintenance team and provides assistance in their normal work routine. The team performs maintenance activities to protect the physical integrity of our structures and property. Our Maintenance Technicians are provided with a service van, tools, and travel to CRH managed properties. The technician performs inspections, troubleshooting, purchasing of parts and

materials. This position ensures that turnover of apartments and repair requests are completed in a timely and thorough manner. The Assistant Maintenance Technician will be expected to learn on the job, work towards becoming confident in the position, follow directions, and complete all required training.

Duties and Responsibilities:

- Travel to properties and suppliers to complete repairs.
- Organize time efficiency, prioritize tasks, handling interruptions.
- Perform tasks in a self-directed manner with moderate supervision.
- Troubleshoot issues, plan repairs, and communicate required actions.
- Assure Safety Standards, guidelines, codes, and regulations are followed.
- Adhere to Seattle and Washington State Landlord Tenant law, Fair Housing, and ADA.
- Ensure timely turnover of vacant apartments.
- Assist with preventative maintenance tasks.
- Accurately report activities and supplies needed.
- Coordinate with staff and residents in the efficient, proper maintenance and repair of the buildings.
- Maintain professional appearance and comply with prescribed uniform.
- Maintain in good working order all CRH equipment, tools, motor vehicles(s), etc.
- Securely store tools, equipment, parts, and materials in designated area.
- Maintain all work areas in a clean and safe condition.
- Follow company policies and procedures.
- Notify Maintenance Manager and/or Portfolio Manager of any unsafe or potentially unsafe or hazardous condition(s) immediately
- Take active role in your training and development needs.
- Other duties as assigned.

Requirements

Minimum Qualifications:

- 1 year experience working in one of the following: Apartment/Facilities Maintenance, in a related field making repairs, or training in construction, building maintenance, or installation of building components/fixtures.
- Ability to safely operate hand and power tools and other generally accepted maintenance equipment.
- Ability to work both independently and as a productive member of a team.
- Ability to keep accurate records and perform basic mathematical computations.
- Ability to follow instructions accurately and to problem solve effectively.
- Ability to master tasks after a brief period of instruction.
- Ability to work effectively with people of diverse personalities, cultures, and communication styles.
- Excellent customer service skills.
- Valid Washington State driver license, clean driving record, and insurable.
- Ability to safely operate a motor vehicle including a service van.
- Ability to speak, read, and write standard business English.
- High School Diploma or GED.
- Basic computer skills with MS Office are required: Excel, Word, Outlook.

Preferred Qualifications:

- Experience and ability to perform one or more of the following: plumbing, electrical, carpentry, wall repair & painting, appliance repair.
- Training in lead-based paint, asbestos, hazardous materials, MSDS, and PPE.
- Safety training in lifting, ladders, and power tools.
- Property management experience with Landlord Tenant laws and Fair Housing.

Supervisory Responsibility:

None

Physical Demands:

Work site may have stairs and no elevator. Working with power tools, use of and exposure to cleaning chemicals, solvents and paint, and other possible hazardous materials, performing physical duties in physical isolation from other staff can be potential hazards of the job. There may be other hazards.

Employees are expected to perform their work in such a manner as to eliminate or reduce any potential hazards to an acceptable level. Employees are also expected to report actual or potential hazards to management and the Safety Committee.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.


Community Roots Housing is an Equal Opportunity Employer. Candidates of color, LGBTQ candidates, women, candidates with disabilities and candidates of all religions and national origins are strongly encouraged to apply. Community Roots Housing is a "Ban the Box" employer. However, per Federal Department of Housing and Urban Development requirements, any candidate selected for this position must undergo a criminal history background check prior to employment.

Salary Description

\$23 - \$26 Hourly

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