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Maintenance Technician

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Job Type

Full-time

Description

Compensation: \$26 to \$28 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.

Community Roots Housing is looking for an experienced Maintenance Technician to become vital part of

our property management team. This position performs maintenance activities to protect the physical integrity of the structures and property. The Maintenance Technician is provided with a service van, tools, and travels to CRH properties. The technician performs repairs, inspections, troubleshooting, purchasing of parts and materials. This position ensures timely turnover of apartments and completes repair requests in a timely and thorough process. As part of the maintenance team the Maintenance Technician provides on-call service and responds to calls on a rotating schedule. This position takes an active role in the preventative maintenance for buildings, completing tasks and making recommendations.

Duties and Responsibilities:

- Travel to properties and suppliers as necessary to complete repairs
- Organize time efficiency, prioritize tasks, and handle interruptions
- Perform tasks in a self-directed manner with moderate to minimal supervision
- Troubleshoot issues, plan/schedule repairs, and communicate required actions
- Assure Safety Standards guidelines, codes, and regulations are used
- Operate within the provisions of Seattle and Washington State Landlord Tenant law, Fair Housing, and ADA
- Ensure timely turnover of vacant apartments
- Complete preventative maintenance tasks and make recommendations
- Accurately report all time, activities and supplies needed for repairs
- Coordinate with staff and residents of proper maintenance and repair of the buildings
- Maintain professional appearance and comply with prescribed uniform
- Ensure that all CRH equipment, tools, motor vehicles(s), etc. are in good working order
- Securely store, tools, equipment, parts, and materials in designated areas
- Ensure that all work areas are clean and safe at all times
- Respond to emergency maintenance pager calls per CRH policy
- Notify Maintenance Supervisor 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:

- High School Diploma or GED
- 2+ years' experience working as an Apartment Maintenance Technician or in a related field
- Ability to perform at least one; plumbing, electrical, carpentry, wall repair and painting
- 1+ years prior experience working independently, on-call in property maintenance.
- Ability to safely operate hand and power tools and other generally accepted maintenance equipment
- Experience working independently and as a 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
- Experience in successfully working with diverse populations
- Ability to provide on-call duty and respond to calls during all hours

- Excellent customer service skills
- Valid Washington State driver License, clean driving record, and insurable
- Ability to speak, read, and writes in standard business English
- Basic computer skills
- Ability to perform the following essential physical requirements: Constant – hearing or taking in auditory information, seeing or taking in visual information. Frequent- standing, moving over a variety of surfaces, driving, operating vehicle controls, exposure to whole body vibrations (as when driving), lifting and carrying up to 20 pounds, climbing stairs, reaching (from knees to shoulders), repetitive hand motion, handling/grasping, fine finger manipulation, talking. Occasional - sitting, lifting and carrying up to 40 pounds, pushing/pulling, climbing ladders, working at heights, bending at the waist, twisting at the waist, crouching, kneeling/squatting, reaching (below knees and above shoulders), repetitive arm motion, using foot controls, operating power tools (including upper body vibrations and excessive noise level). Seldom - crawling, lifting and carrying up to 60+ pounds.

Preferred Qualifications:

- 1 + years hands on proven experience in plumbing repair and drain cleaning
- Appliance troubleshooting and repair experience
- Certificate of formal training in Building Maintenance or in related field(s)
- Training in lead based paint, asbestos, hazardous materials
- Experience providing roving maintenance in a service van
- Property management experience with Landlord Tenant laws, Fair Housing and HUD

Work Environment:

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.

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

\$26 to \$28 hourly

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