



Maintenance Technician

Department: Property Management

Reports to: Property Manager

Status: Non-Exempt

Position Summary: The position is responsible for the daily repairs and general up keep of the surrounding areas of the property. The position performs a variety of building maintenance repair work, which may include janitorial work, throughout the building. The position may be assigned to 1 or more properties depending on size of the properties and geographic regions. This position will also occasionally transport residents to various destinations.

Primary Duties & Responsibilities include but are not limited to the following:

- Maintains property or properties in an inspection ready state;
- Evaluates nature of problem from a work order request and performs maintenance or repair;
- Prepares unit turns which includes moving household appliances, painting and making the necessary repairs required for occupancy, may also assist in cleaning the unit;
- Monitors facility boilers, pumps, electric motors, fire sprinkler, and HVAC systems. Makes repairs or determines if use of vendor is necessary;
- Performs electrical troubleshooting and repair on building and unit systems;
- Performs repairs on all appliances such as stoves and hood ranges, refrigerators, electric and gas heaters, and garbage disposals;
- Performs plumbing replacement/repairs on water and sewer lines, drain pipes, toilets, faucets, and water heaters as needed;
- Performs maintenance/repairs on doors, locks, hinges, and makes keys;
- Performs basic carpentry such as installing drywall, cabinets, wood flooring, window panes, and minor dry rot replacement;
- Maintains and repairs flashings, roofs, drainage, and irrigation systems, walkways, stairs, stucco, parking surfaces, and similar building components;
- Notifies management concerning the need for major replacement, repairs or additions to the building and collects vendor bids when applicable;
- Works with property manager to implement a preventive maintenance schedule and coordinates larger projects as necessary;
- Inspects and reports on the work quality and performance of external vendors to the manager;
- Maintains supply and equipment inventories and replenishes as needed;
- Assists with maintaining exterior public areas, e.g., parking lot, grounds, etc., by removing debris, sweeping, and washing down sidewalks;
- May sweep, mop, scrub, dust, and vacuum hallways, stairs, office space, and other interior public areas. May also operate equipment necessary to strip and wax floors, and shampoo carpets;
- Serves as on call maintenance staff for assigned region according to schedule; (All maintenance staff are assigned two week shifts to cover emergencies at the assigned region overnight from 5pm to 6am.)
- Assists other SAHA properties in preparation for major inspections, other regulatory inspections, grand-openings, or when requested;
- Provides guidance, on site or remotely, to other Maintenance Technicians on routine maintenance or small projects;

- Works within various computer systems, including work order and email systems to manage communications tasks, and priorities;
- Other duties as assigned by management.

Qualifications: Skills, Knowledge and Abilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Three or more years of related experience and/or training or equivalent combination of education and experience.
- Experience in affordable housing/property management is a plus
- Bachelor's degree (in any field) is a plus.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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