

## **Community Ventures Job Description – Maintenance Technician**

### **SKILLS, KNOWLEDGE & PERSONAL CHARACTERISTICS:**

General apartment maintenance experience, knowledge of appliance repair, light carpentry, plumbing and electrical knowledge, knowledge of safety procedures, safety conscious, steady and dependable, ability to work with pressure of deadlines, and ability to flex work schedule to accommodate after-hours and weekend emergencies. Previous experience in at least three of the following: Heating/AC repair, plumbing, appliance repair, carpentry, and general maintenance repairs.

### **SUMMARY OF FUNCTIONS:**

The Maintenance Technician (“MT”) will report to the Rental Manager and will work as part of a maintenance team of five persons responsible for maintaining the physical condition and appearance of 207 rental houses and apartments in the Francisville and North Central neighborhoods of Philadelphia. The maintenance team’s responsibilities include exterior property appearance, timely work order service, efficient and quality unit rehabilitation at turn-over, and cost-effective inventory control of the properties. Each team member will be required to be “on call” 24 hours during assigned periods.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Duties may include, but are not limited to:

- 1) Diagnose and perform minor and routine maintenance/repair in a timely and professional manner. Assure all service requests are completed on a daily basis. Accurately document work performed on service request, including parts and return to supervisor by end of day. Complete renewal service requests in the same timely fashion. Follow-up on completed service requests to ensure satisfaction. Follow-up on incomplete service requests.
- 2) Promote good public relations with residents, co-workers, and company staff through great “people” attitude and resident trust. Always display a friendly and courteous attitude towards residents and other employees. Never confront supervisor or other employees in front of residents.
- 3) Inspect vacated apartments and complete checklist of needed repairs. Inform site manager of needed services and repairs and compile lists of needed materials. Routinely perform duties to restore apartments to excellent condition after tenant move-out, to include identification and supervision of contractors, purchase of materials and performance of repairs, as assigned. Re-inspect vacant apartments after repairs have been completed to determine quality of work performed. Coordinate status and priority of unit turn-overs with supervisor.
- 4) Complete special projects as may be assigned and prioritized by the Rental Manager.
- 5) Inspect exterior of properties. Perform building and common area upkeep on a daily basis in accordance with company standards. Assist in keeping grounds neat and free of litter.
- 6) Complete or oversee the completion of preventative maintenance. Maintain accurate records and provide resident training as required.
- 7) Obtain bids and negotiate prices, as necessary, with vendors and contractors, as assigned. Coordinate delivery and work schedules with vendors, contractors and Rental Manager.
- 8) Perform effective emergency maintenance (after hours) as required.
- 9) Coordinate maintenance objectives with the Rental Manager daily.

10) Perform, and report on, all work according to the safety standards of the company, OSHA and health codes. Perform work area clean-up on a weekly basis.

**OTHER REQUIREMENTS:**

Hours of Work: 9:00 a.m. to 5:00 p.m., Monday through Friday. Must be “on call” 24 hours per day, when scheduled.

**Amount of Overtime:** As needed for emergencies.

**Physical Requirements:** Extensive mobility and excellent physical condition. Ability to lift 100 lbs. necessary for installation and removal of appliances. Ability to operate all necessary hand tools to make repairs. Ability to kneel, crouch, climb, crawl, etc. to reach items in need of repairs. Ability to drive to and from job sites. Tolerance to all extremes of hot and cold weather, as may be necessary.

**Tools:** Must provide own basic tools, or be willing to obtain the required hand tools (see “Minimum Required Hand Tools” list). Must be knowledgeable and skilled in the safe use and maintenance of the following:

- Hand tools: Various wrenches, screwdrivers, grips, sledge hammer, hammer, snips, post hole diggers, saws, etc.
- Power Tools: Wrenches, grinder, sander, drill, saws, etc.
- User-Moved Aids: Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, stepladders, full ladders, double ladders.
- Mechanical Equipment: Motors, pumps, compressors, blowers, electric and handpowered augers, etc.
- Measuring Devices: Voltmeters, ohmmeters, testing meters, PH tests, etc.

**Transportation:** Must have dependable vehicle to transport tools and equipment to job sites. Must provide proof of liability insurance for same.

**Education:** High school education or trade school required. Certificate for Apartment Maintenance Technicians (CAMT) is a must, or willingness to obtain.

**Pre-Employment Test Scores:** Must complete the Maintenance Technician Test, obtaining the minimum score of at least 75%.

Bondable and Valid Driver’s License.

**Compensation:** \$17 to \$21 Hourly plus competitive compensation package, including company paid medical/dental and 401(k) with company match, is offered.

**To apply email:** [maintenancetech@community-ventures.org](mailto:maintenancetech@community-ventures.org)

NO PHONE CALLS PLEASE.