

**MID-PENINSULA HOUSING  
JOB DESCRIPTION**

***MAINTENANCE TECHNICIAN***

*FLSA Status: Non-Exempt*

**Summary**

Under the supervision of the Community Manager, the Maintenance Technician is responsible for the overall maintenance of the property.

**Essential Job Functions**

- Assist Community Manager with move-ins, move-outs, and annual inspections.
- Promptly prepare vacant units for re-occupancy. Units are required to be completely turned for new move-ins within 3-6 days after a resident vacates.
- Assist Community Manager with the purchase of supplies and equipment.
- Maintain inventory control of all maintenance tools, equipment, and supplies.
- Assist in the custodial work. Includes: clean common areas (including laundry rooms, rest rooms, recreation centers, offices, hallways, etc.), which includes sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc.
- Perform typical maintenance duties such as, but not limited to:
  1. Electrical repairs to appliances, fixtures, switches, and circuits.
  2. Plumbing repairs to water and sewage systems including replacement of water heater, plumbing fixtures, fittings and clearing of stoppages.
  3. Replacement of flooring, glass, screens, drapes.
  4. Carpentry repairs to structural framing and finish work.
  5. Replacement of glass, tile, screens, locks, drapes.
  6. Painting, both interior and exterior.
- Assure that all required work orders are accurately completed and filed in apartment unit files with periodic and routine grounds activity. Complete reports as may be required.
- Ensure that landscape and irrigation are maintained according to Mid-Peninsula standards and contract specifications.
- Ensure that storage areas and entrances are clean, orderly, and locked
- Ensure that adequate lighting is maintained throughout property.
- Schedule work order requests according to maintenance priorities.
- Assist Community Manager with coordination of the bidding process, including scheduling and monitoring work performed by contractors.
- Have reliable knowledge of all utility routing and cut-offs, including shop, storage, and equipment are secure.
- Complete required preventive maintenance for property as scheduled by Community Manager.
- Participate in a standby emergency schedule for evening, weekend and holiday coverage.
- Comply with company safety policies and procedures.
- Comply with Fair Housing requirements.
- Complete daily work logs.
- Coach and provide oversight to Groundskeeper/Maintenance position.
- Other duties as assigned.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function 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.

- Ability to lift 75 pounds and scale ladders.
- Five years experience with maintenance, landscape, and irrigation systems.
- Experience in electrical repairs to appliances, circuits, fixtures, etc.
- Extensive Plumbing Knowledge
- Rough and finish carpentry experience
- Basic knowledge of landscape maintenance
- Good written/verbal communication skills.
- Basic knowledge of OSHA regulation.
- Must have reliable transportation and valid California driver's license.
- Basic computer skills
- Ability to coach, train, and teach.