Maintenance Technician
Position Announcement

Division: Property Management
Supervisor: Resident Manager
Status: Full-time, Non-Exempt

ORGANIZATIONAL BACKGROUND

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura and Santa Barbara Counties. Core program areas are: community building and resident leadership development, community planning, rental and for-sale housing development, construction, homeownership counseling, property acquisition and rehabilitation, and property asset management.

CEDC Property and Asset Management Philosophy

CEDC's philosophy is that excellent property management is an essential part of its overall construction of affordable housing activities. CEDC provides a superior living environment for its residents. CEDC implements a team management approach to its work with particular coordination between its activities within its Property Management, Real Estate Development and Resident and Community Services Divisions.

THE POSITION

The primary responsibilities of this Maintenance Technician position are to perform property maintenance functions at an affordable housing development, such as: preventative maintenance, apartment maintenance repairs, maintaining building systems in optimum condition, and ensuring that the exterior and common areas in excellent condition at all times.

This position requires knowledge and skills in more than one of the building trades and is responsible for ensuring the safe and timely completion of overall maintenance and repairs to apartments and ensuring the exterior and common areas are in excellent condition. The Maintenance Technician takes work assignments from the Resident Manager and is supervised by the Property Supervisor. The Maintenance Technician will work closely with the Resident Manager to supervise the work of contracted vendors for landscaping and other services on the property. Additionally, this position is responsible for checking on security issues while responding to emergency maintenance requests that occur after business hours.

MAJOR DUTIES AND RESPONSIBILITIES

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process by the Property Supervisor and Property Management Director. Major duties and responsibilities include, but are not limited to the following:

- Perform general maintenance and repairs involving plumbing, electrical, drywall repair, painting, etc., in the apartments and common areas of this community.

- Timely completion of general maintenance and repairs in vacant apartments to prepare it for occupancy. This work may involve drywall repair and painting, other basic repairs, cleaning, etc.
- Ensure that common areas such as community room, offices, storage rooms, electrical rooms are maintained organized, and ensure that landscaping and parking lot areas are tidy to ensure curb-appeal at all times.
- Conduct daily property inspections on the exterior and interior common areas.
- Attend to and perform emergency after-hours maintenance and/or repair services for tenants.
- Assist Resident Manager during apartment inspections at move-in, move-out and bi-annual inspections.
- Establish and maintain effective working relationships with staff and residents.
- Maintain a monthly inventory of maintenance supplies and equipment.
- Maintain apartment maintenance files and tracking logs related to maintenance procedures.
- Ensure that all maintenance equipment is in good working condition.
- Assist Resident Manager in daily walks of the property grounds, write down necessary corrections and/or repairs and follow-through to ensure that repairs and/or service is completed.
- Meet daily with the Resident Manager and regularly with the Property Supervisor.
- Other duties as assigned by the Resident Manager and Property Supervisor.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Proper work practices, methods and procedures in building and maintenance trades such as: electrical, carpentry, painting, plumbing, and safety procedures and precautions.
- Knowledge of proper tools, materials, and equipment used in the building and maintenance trades. General knowledge of preventative maintenance scheduling
- Ability to perform general apartment maintenance work and repairs
- Ability to safely operate equipment used in the building trades.
- Ability to work independently and analyze situations accurately and adopt an effective course of action.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain effective work relationships with staff, vendors and residents in the performance of required duties.
- Ability to meet the physical requirements necessary to safely and effectively perform required job duties.

PREFERRED SKILLS & ABILITIES:

Bilingual (English/Spanish)

REQUIRED EDUCATION & EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above.

LICENSES & OTHER REQUIREMENTS:

A valid California driver's License and proof of automobile liability insurance. Possession or ability to obtain insecticide/hazardous material applications permit.

ESSENTIAL FUNCTIONS:

The incumbent of this position must be able to perform the following essential functions of this position:

- Lift and carry up to 20 lbs.
- Climb ladders
- Climb stairs within apartments
- Perform general apartment maintenance and repair work
- Enter information on Maintenance Work Orders after completion of maintenance and repair work.

SALARY & BENEFITS

CEDC offers a competitive salary. Our comprehensive benefits package includes health insurance coverage (either HMO or PPO), dental, vision, and life insurance. Other benefits include paid time off, specific paid holidays and an opportunity for enrollment in our 403(b) retirement plan.

All qualified persons should EMAIL OR FAX their Résumé to:

Attn: Human Resources
HR@cabrilloedc.org
Fax: (805) 620-9294

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.