



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Technician III, Maintenance

Department: Property and Asset Management

Classification: Non-Exempt

Reports to: V.P. of Asset & Property Management

JOB DESCRIPTION

Summary:

The Maintenance III Technician is responsible for maintaining the physical condition and appearance of PEC sites. Organize, coordinate and manage the overall maintenance programs including exterior property appearance, timely work order service, quality make – ready program, and cost-effective inventory control of the property. This position will be responsible for managing and completing assigned construction projects. The Maintenance III Technician is an on-call position.

Essential Duties and Responsibilities:

Building/Facility Repair and Maintenance

- Diagnose and perform minor, major, and routine maintenance/repair in a timely and professional manner
- Assure all service requests are completed on a daily basis
- Following the Yardi process, complete required levels of communication to ensure client satisfaction
- Inspect vacant apartments and complete a make-ready checklist and inform management of needed services and repairs. Re-inspect vacant apartments after make-ready has been completed to determine quality of work performed
- Complete tenant improvements as required and following established levels of urgency
- Organize and coordinate delivery and work schedules with vendors, contractors and management to ensure timely completion and minimizing down time of machinery and disruptions to the client
- Perform effective emergency maintenance (after hours) as required
- Promote good public relations with residents, co-workers and staff through great "people" attitude and resident trust
- Complete construction projects on properties. Inform management when outside contractors are necessary.

Preventative Maintenance

- Oversee building and common area upkeep on a daily basis in accordance with company standards. Assist in keeping grounds neat and clean. Inspect exterior of all assigned properties
- Complete and oversee the completion of preventative maintenance. Maintain accurate records and communicate any deficiencies.
- Perform, and report on, all work according to standards of PHA, OSHA and health codes
- Inspect occupied apartments while performing a general maintenance request and inform management of needed service. Follow up to ensure all required work is completed

Expense and Inventory Control

- Manage cost effective inventory control
- Maintain shop inventory. Maintain proper equipment, and equipment inventory to ensure warranty compliance
- Plan projects/repairs so as to eliminate unproductive downtime

Competencies:

- Client/Customer Orientation
- Organizing and Planning

- Reliability
- Oral Communications
- Initiative
- Acceptance of Feedback
- Problem Solving/Decision Making
- Composure
- Results Orientation

Required Education and Experience:

- High school diploma
- At least five years' experience in general apartment maintenance and construction
- Previous experience in at least three of the following areas: Heating/AC repair, plumbing, appliance repair, and carpentry
- Sensitivity to, and experience with urban and low-income populations
- Working knowledge of Fire, Life Safety, OSHA, ADA rules and regulations

Preferred Education and Experience:

- HVAC Certification or equivalent experience
- Master Plumber, Electrician or equivalent experience
- CAMT certificate, or willingness to obtain

Additional Eligibility Qualifications:

- This position requires the ability to work a flexible schedule including early morning, day, evening, and weekend hours, including responding to emergency calls at any time.
- Must hold a Valid Driver's License.
- Must provide own basic tools, or be willing to obtain the required hand tools. Must provide own basic tools, or be willing to obtain the required hand tools (see "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 hand powered augers, etc.
 - Measuring Devices: Voltmeters, ohmmeters, testing meters, PH tests, etc.

Work Environment:

This job operates inside PEC sites and out of doors in all weather conditions with exposure to potentially hazardous conditions. The use of varied hand and power tools is common.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required 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.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please send resumes to scannon@pec-cares.org .