

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Maintenance Technician

Reports to: Property Manager

Education Requirement: High School Diploma or equivalent

Experience Requirement: 1-2 Years of Experience

Position is: Non-Exempt, 25-35 hours per week as required by the organization

Job Summary:

Under the supervision of the Property Manager, the Maintenance Technician will work with other staff and volunteers to ensure proper maintenance and turnover of homes. This position will be responsible for assisting in all aspects of maintenance including preventative maintenance and damage repair. This job can be labor intensive and does require ability to load and unload heavy items.

Essential Job Duties

Housing (90% of time spent)

- Provide service and support during maintenance field visits.
- Support Property Manager in on site installation, repair, maintenance and other various tasks.
- Upkeep of all unit turnovers in a timely manner ensuring homes are maintained according to company standards.
- Sort and assess household inventory for missing items during turnover process.
- Collaborate with Operations team to access inventory items from warehouse during turnover.
- Maintain order and logistics throughout the homes.
- Assist with the execution of grant projects on the homes and other facilities as requested.
- Meet with Property Manager to address areas of concern with regard to homes and facilities.
- Monitor and inspect vacant properties to assure move-in readiness.
- Assist Property Manager to perform assigned maintenance tasks in a timely manner.
- Assist in the troubleshoot/repair/installation (including but not limited to) of Plumbing, Electrical, Painting, Drywall, Appliances, HVAC, Carpentry, Door knobs and locks.
- Maintain appropriate receipts and records as required.
- Assist Operations team with light maintenance as needed.
- Process, update and complete work orders through Rentec management portal.

Special Projects/Additional Duties as Assigned (10% of time spent)

- Support in donation drives, seasonal program assistance, and other various duties as assigned.

Job Qualifications:

- Must be 18 years or older.
- Prompt and regular attendance is required.
- Flexible schedule to occasionally work evenings and weekends as required.
- Must pass background check as required by law.
- Ability to lift up to 75 pounds and drive Families Forward vehicles.
- Must maintain a valid California Driver's License with a clean driving record. State Mandated Vehicle Insurance is required.

Please send email to Elizabeth Childs, Director of HR at echilds@families-forward.org

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Maintenance Skills		Required		
Computer Software: Microsoft Office			Required	
Interpersonal/Communication: Strong verbal & written skills			Required	
Clean Driving Record and Ability to Drive FF Vehicles Valid CA Driver's License State Mandated Vehicle Insurance		Required		

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car		F	
Operate forklift			
Ride in car		F	
Travel		F	
Use telephone	O		
Type or use PC equipment	O		
Sit at desk	O		
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			
Loud Noise (warehouse, fork trucks, etc.)		F	
Very Loud Noise (heavy equipment, etc.)			
Work Environment			
Wet, humid conditions (non-weather)		F	
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions		F	
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat		F	
Talk		F	
Hear			C
Climb or balance			
Reach with hands or arms		F	
Reach above shoulder level		F	
Stand or walk			C
Use hands to finger/handle/feel		F	
Push/pull		F	
Special Vision Requirement			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
Lifting/Carrying			
Up to 25 lbs.		F	
Up to 50 lbs.		F	
Up to 100 lbs.		F	
More than 100 lbs.	O		
Working Hours			
Physical presence during work hours	O		
Weekends	O		
Overtime	O		

Manager's Approval

Date

Human Resource's Approval

Date