

Napa Valley Community Housing

JOB DESCRIPTION

MAINTENANCE TECHNICIAN II

Napa Park Homes

Status: Non-Exempt Full Time Position
Supervisor: Maintenance Supervisor Department: Property Management

Summary: Under the direction from the Maintenance Supervisor, the Maintenance Worker performs skilled and semi-skilled tasks in the maintenance of the rental units, common area facilities and grounds, and other required work to protect the marketability of the property. The Maintenance Worker must be able to accept direction, contribute ideas, and make sound decisions in maintaining an affordable housing property.

1. Responsibilities: You will have the responsibility to ensure that the skills, information, and building(s) maintenance is performed by all of your peers. It is essential that you have the ability to communicate ideas, instruction, and reasoning for correcting a problem to other maintenance workers.

2. Essential Duties and Responsibilities:

- Perform repairs in regard to requests received from residents and keep permanent records of same as outlined by the Maintenance Supervisor.
- Keep records regarding the maintenance that is being requested and accomplished. Be sure to use dates and times when documenting the repair request.
- Conduct and perform monthly safety inspections under the direction of the Maintenance Supervisor.
- Perform janitorial, painting, repairs, renovations, smoke alarm checks, landscaping, flooring installation, cabinet installation, appliance and fixture repair, and other regular or unusual repairs needed during residency or at the time of move-in and/or move-out.
- Ability to determine and reason what is or has the potential for a safety or security hazard.
- Ability to communicate to your supervisor on an as-needed basis or on a daily basis.

3. Qualifications:

Education and Experience: Any combination of schooling in maintenance, construction, janitorial, landscaping, or machine repair is extremely helpful, but not required. The ability to learn the above-stated various tasks, take direction with professionalism, and maintain and encourage a team-player atmosphere.

Language Skills: Ability to effectively communicate with the Maintenance Supervisor, employees, and residents. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Speaking Spanish would be an asset to this position.

Mathematical Skills: Ability to calculate figures and amounts.

Physical Demands: The physical demands described herein 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:

- Ability to lift, move, and/or carry 60 pounds.
- Ability to effectively perform construction work that consists of items such as, electrical, carpentry, plumbing, landscaping, painting, flooring, and tiling.
- Repair work consisting of framing, subfloor, rough plumbing, roof repair, cement work, and other related repair work.
- Ability to climb up ladders and/or staging.
- Ability to enter crawl spaces.
- Specific vision abilities including corrected vision, i.e., glasses and/or contacts. Ability to determine color, especially when working with electrical wiring.
- Ability to operate specific equipment that is required to perform the above-stated responsibilities.
- Maintenance of equipment.

Work Environment:

The Maintenance Worker has the responsibility to maintain a safe, clean, friendly, and professional work environment for the staff members, visitor, peers, residents, and office staff. The maintenance work area(s) should be organized, well maintained, and made user-friendly for the other staff members.

Reviewed and Accepted By: _____ Date: _____