



<b>Title:</b> Maintenance Technician	<b>FLSA:</b> Non - Exempt
<b>Hours:</b> 40 hours a week, full time	<b>Salary Range:</b> \$19.23 - 23.00 hourly
<b>Department:</b> Property Management	<b>Reports to:</b> Community Manager

**Overview:**

Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish while growing your skill set? Then check us out.

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

The Maintenance Lead’s primary role is to manage site maintenance, other maintenance staff, and to support the Community Manager by ensuring site safety and completion of required property maintenance necessary to maintain the properties in a safe, attractive, comfortable condition and assist in other types of maintenance when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

**Benefits Package:**

- Medical Plans to choose from
- \$1,500 Health Savings Account annual contribution to assist in medical, dental, vision costs and investment options
- Dental and Vision plan is under \$5 a month for employee
- Reasonable cost Dental and Vision plans for Families and Domestic Partners
- PTO Accruals and Annual Leave Benefit, first one after six month anniversary
- Flexible investing 403b Retirement Program with annual matching contribution
- Discount for childcare at Tomorrow’s Hope Child Development Center
- Employee Assistance Program and Supplemental Insurance

- Core trainings and ongoing organizational development
- Dedicated Fun Hub Committee and discounted tickets to events

**Essential Job Duties:**

General Tech Responsibilities

1. Satisfies service requests per work order, following company procedures.
2. Assists with apartment make-ready procedures: Paints, appliance repair, plumbing, electrical fixtures, repairs or replaces old faulty parts; checks locks, replaces burned out light bulbs.
3. Assists in maintaining inventory of tools, equipment and supplies.
4. Helps maintain properties including picks up trash on property.
5. Reports all needed repairs to the Community Manager.
6. Assists with other types of maintenance when necessary.
7. Attends all instructional classes conducted by management.
8. Trains employees.
9. Must be able to speak to tenants and maintain good working relations with other staff members, tenants and supervisor as well as any contract laborers working on the property.
10. Maintains vendor relationships and assists with scheduling vendor maintenance repairs as needed.
11. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Preventative Maintenance

1. Makes regular inspections of grounds, buildings, plumbing, electrical fixtures, appliances and major equipment: checks for appearance and cleanliness, checks for structural cracks, excessive wear; and faulty parts.
2. Maintain the properties so that it is in compliance with all local, state, and federal laws

Emergency Maintenance

1. Is on call for emergency duties when assigned.
2. Is familiar with power, water and gas turnoffs, clean-out traps, fire extinguishers and fire hydrants.
3. Know emergency and first responder telephone numbers (e.g., police, fire departments, Resident Manager).

**Non-Essential Job Duties:**

1. Ability to manage and prioritize multiple demands and tasks.
2. Other duties may be assigned.

**Requirements:**

- High school education or equivalent.
- Preferred 2-5 years maintenance experience.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Own transportation and tools.
- Familiarity with electricity, plumbing and carpentry.

- Working knowledge of HVAC systems and various appliances.
- Good safety habits.

**Preferences:**

- Microsoft Office and computer user friendly

**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 regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.