

Napa Valley Community Housing

JOB DESCRIPTION

Maintenance Technician I/Trainee

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

This is a beginner/semi-skilled position within the maintenance technician series and under direct to limited supervision, is responsible for the completion of tasks as assigned by the Maintenance Supervisor. Training is required to work at a beginning to intermediate skill level in the heating, ventilation, air conditioning and refrigeration (HVAC-R), electrical, appliance repair, plumbing, carpentry, turnovers, custodial and grounds activities of the maintenance department.

ESSENTIAL DUTIES AND REPOSIBILITIES

- Works in the overall maintenance of the assigned property (plumbing, heating, light electrical)
- Places requests to order and/or purchase tools, equipment, and supplies.
- Assists with conducting annual inspections.
- Monitors company policies and procedures (NVCH employee manual) in maintenance department and follows safety regulations.
- Ensures the overall integrity of the property and maintains a database of information on each apartment unit, and major building systems, showing a history of repairs and replacements completed, and projecting future needs.
- The maintenance work area(s) should be organized, well maintained, and made user-friendly for the other staff members.
- Must be available for emergencies and on-call duty.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience: Minimum high school diploma or vocational training in a related field or up to one year of maintenance experience and a demonstrated ability to perform duties with direct to limited supervision is necessary for this position. Prior experience in custodial and/or maintenance work, preferably in an apartment or residential setting, is not required.

Language Skills: Ability to effectively communicate with supervisor, employees, and residents. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Bilingual (English/Spanish) would be an asset to this position.

Mathematical Skills: Ability to calculate figures and amounts, i.e., discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Physical Demands: The physical demands described here are representatives 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.
- Ability to climb up ladders and/or staging.

- Ability to enter crawl spaces.
- Able to perform repetitive motion like sweeping, cleaning, twisting (body or arm), and hammering
- Specific vision abilities including corrected vision, i.e. glasses and/or contacts. Ability to determine color, especially when working with electrical wiring.

OTHER QUALIFICATIONS

- Basic computer skills
- Sensitivity to racial, social and economic diversity
- A vehicle may be required with possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California

WORK ENVIRONMENT

All Napa Valley Community Housing employees have the responsibility to maintain a safe, clean, friendly, and professional work environment for fellow staff members, visitors, peers, and residents.

Application Process: The position offers a competitive salary and excellent benefits. Please submit a resume to NVCH, 150 Camino Dorado, Napa, CA 94558. Attention: Gayle Adamowicz Bray at funddevelopment@nvch.org email or fax to 707-255-0252. EOE