



Maintenance Technician Job Description

Status: Non-Exempt

Position: Full Time

Supervisor: Maintenance Supervisor

Department: Maintenance Department

Responsible for the overall safety, security, maintenance, grounds, and cleanliness of the property(s) assigned. Supervises and coordinates activities of other employees in the absence of the Maintenance Supervisor as well as outside contractors and vendors. Must have the ability to solve practical problems and deal with a variety of personalities. Advancement into this position is contingent upon demonstrated proficiency in the completion of assigned tasks at a journeyman skill level and be able to assume the duties of Maintenance Supervisor in their absence

ESSENTIAL DUTIES AND REPOSIBILITIES

- Works in the overall maintenance of the assigned property which includes heating, ventilation, air conditioning and refrigeration (HVAC-R), electrical, appliance repair, plumbing, carpentry, turnovers, custodial and grounds activities.
- Orders and/or purchases supplies with prior approval from Supervisor. Maintains inventory records and maintenance schedules for equipment.
- Conducts annual inspections and determines current and future repair and replacement needs., under the direction of Maintenance Supervisor.
- Monitors company policies and procedures (NVCH employee manual) in maintenance department and follows safety regulations.
- Ensures the overall integrity of the property and helps maintain property files.
- Supervises the performance of outside contractors and vendors.
- 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.
- Ensures that all worker's Compensation claims are reported, and proper paperwork is complete.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent required.
- At least three to five years of maintenance experience required of progressive maintenance experience and a demonstrated ability to perform duties with no supervision is necessary for this position.
- Prior experience in custodial and/or maintenance work, preferably in an apartment or residential setting, is required.
- Basic computer skills
- 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

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.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to all weather conditions. Work in all buildings and on roofs. Walks, climb ladders, stoops, kneels, crouches, reaches, sits, bends, and stands for long periods of time. Must be able to lift, push and pull 50 lbs. May be required to work beyond normal work hours and be available for emergencies as need it.

Application Process: Please submit your resume to NVCH, 150 Camino Dorado, Napa, CA 94558; Attention: NVCH HR Department. Resumes can also be emailed to nvch.org or faxed to 707-255-0252.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____