



Job Announcement Kentfield Apartments 15-6024SAC

Position Title: Maintenance Tech
Property Name and City: Kentfield Apartments, Stockton
Position Type: Part time (25 hours/week)
Compensation: DOE

Posting Date: 11/2/16

COMPANY SUMMARY:

The John Stewart Company is a full-service housing management, development and consulting organization that began in 1978 with a commitment to providing high quality service in the affordable housing sector. We work to enrich the lives of our residents and employees, while delivering our services cost-effectively, efficiently and with the highest levels of professionalism, compassion, integrity and respect.

SUMMARY OF THE POSITION:

Performs a wide variety of maintenance duties including preventative, emergency, cosmetic, janitorial and routine maintenance and regular inspections. Nature of work requires emphasis on safe work practices, sustained physical effort, trouble shooting, problem solving, attention to detail, customer service, and time management.

DUTIES & RESPONSIBILITIES:

- Performs planned and corrective maintenance to building systems & equipment, fixtures and surfaces, according to the preventive maintenance schedule.
- Performs timely apartment unit turn-overs as directed by the Property Manager or Lead Maintenance.
- Performs mechanical tasks such as repairing and/or replacing thermostats and HVAC controls.
- Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting electrical systems for unsafe conditions; testing and maintaining safety equipment including emergency exit lights and signs; testing light switches, electrical outlets and GFCIs; checking appliances for proper operation; inspecting plumbing fixtures for leaks; checking drain lines to insure they are free of obstruction.
- Performs routine work orders as necessary.
- Performs janitorial duties as assigned, including but not limited to: general clean-up; sweeping, mopping and washing; trash pick-up around grounds; gathering and emptying trash/recycling bins; moving dumpsters.
- Maintains neat, clean and organized maintenance shop and storage areas.
- Performs miscellaneous maintenance related tasks or other duties as directed by Property Manager or Lead Maintenance..

QUALIFICATIONS:

- Knowledge of the principles, practices, tools and materials used in one or more building trades, such as: carpentry, plumbing, electrical, HVAC systems, appliance repair, painting, drywall, plaster, concrete, hardware and locks, fire protection systems, security systems, irrigation and landscaping. List necessary qualifications for this position
- Skilled in the use and care of common hand & power tools required in building and equipment maintenance and construction work.
- Assessment of customer (tenant) needs, meeting quality standards for services, and evaluation of customer satisfaction.
- Time Management / coordination – Ability to manage one's own time and coordinate work orders priorities and other responsibilities in order to ensure timely completion of duties.

Email Resumes To: Please send cover letter and resume to pmaps09@gmail.com. **IMPORTANT NOTE!** In order to be considered you **MUST include the Job Reference # in the subject line of the email.**



An Equal Opportunity Employer

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