



# Job Announcement Bonterra Apartments Job #17-1172LA

**Position Title:** Maintenance Technician  
**Property Name and City:** Bonterra Apartments, Brea CA  
**Position Type:** Full Time  
**Compensation:** Depending on Experience

**Posting Date:** January 27, 2017

## 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:

Position requires advance skills in maintenance technician. This position performs a wide variety of maintenance duties including preventative, emergency, cosmetic 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:

- Schedules and responds to work orders, including following up with residents and management as needed.
- Insures preventative maintenance scheduling and performance is up to date.
- Cosmetic and routine maintenance throughout the community.
- Unit turnovers and preparations for new move-ins conducted and meets deadlines.
- Conducts Move in and Move out inspections.
- Conducts quarterly inspections together with PM.
- Performs plumbing, electrical, mechanical, carpentry and masonry repairs and troubleshooting as needed.
- Coordinates, schedules and oversees vendor work, as necessary with Property Manager.
- Be on-call for off-shift and weekend emergency maintenance coverage as scheduled.

## QUALIFICATIONS:

- Minimum 2 years' experience performing the above maintenance tasks in an apartment development or comparable position. **Knowledge in REAC and other regulatory inspections is a plus.**
- Basic mathematical and computer skills with fluency in English. Bilingual a plus.
- Candidate must be able to function in an on-call capacity and have reliable transportation.
- Very good use of time management skills.

**Email Resumes To:** [Bonterra@jsco.net](mailto:Bonterra@jsco.net)

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference **#17-1172LA** in the subject line of the email.



### An Equal Opportunity Employer

The John Stewart Company ("JSCO") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: JSCO will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.