



Job Announcement Tiki Apartments Job # 16-1162LA

Position Title: Maintenance Technician/Janitor **Posting Date:** November 22, 2016
Property Name/City: Tiki Apartments, Huntington Park
Position Type: Full-time
Compensation: Depending On Experience

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 AND PROPERTY:

Performs a wide variety of maintenance and janitorial duties including preventative, emergency, cosmetic and routine cleaning for a 36-unit complex. Follows company's policies and procedures to ensure the most safe and practical methods are implemented to achieve property and organizational goals; and maintains clean buildings and grounds. Tiki Apartments is a 36-unit affordable housing development serving MHSAs clients, and formerly homeless as well as low income individuals.

DUTIES & RESPONSIBILITIES:

- Routinely inspect and evaluate the physical condition of grounds, common areas and building exteriors, and pick up grounds where needed.
- Complete unit turn-over as assigned and report status to manager daily.
- Keep all interior hallways and common areas clean and sanitary.
- Completes maintenance work orders as needed.
- Promote safety consciousness and employee safe work practices at all times.
- Adhere to Company, OSHA, state and federal safety standards and regulations.
- Use personal protective equipment (PPE).
- Attend required monthly safety meetings.
- Report status of work orders, turn-overs, preventive maintenance and other required tasks to manager on a daily basis.
- Perform any other such duties as may be assigned by the Property Manager and Maintenance Lead.

QUALIFICATIONS:

- High school graduate or GED certificate.
- Minimum of 3 years of multi-family apartment janitorial experience.
- Knowledge of proper disposal of hazardous materials, electronic waste as well as recycling practices and water conservation.
- Skilled in usage and care of common hand and power tools used in janitorial maintenance work.
- Ability to push, pull, carry and lift up to 30 lbs.
- Good interpersonal, communication and listening skills.

Send Resumes To: LAReceptionist@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference # **16-1162LA** 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.