



Job Announcement

Riley Ct/Caldera Place Apts

Job #16-5588SF

Position Title: Maintenance & Janitor **Posting Date:** February 22, 2017
Property Name and City: Riley Court / Caldera Place Apartments – Concord, CA
Position Type: Full-Time
Compensation: Depending on Experience, includes a 1-bedroom unit, plus benefits

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 and janitorial duties. 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:

- Works with Property Manager to conduct routine monthly safety hazard and maintenance deficiency inspections in accordance with JSCo and Uniform Physical Condition Standards (UPCS).
- Perform electrical, plumbing, mechanical, carpentry, masonry, plastering, painting tasks and janitorial duties as assigned.
- Operates and makes all installations and repairs in accordance with local, state and national codes.
- Performs timely apartment unit turn-overs as directed by Property Manager.
- Performs routine work orders as necessary. Prepares work orders for safety hazards and deficiencies to specify on the work order.
- Participate in off-shift and weekend emergency maintenance coverage as scheduled.
- Report physical condition needs of common areas such as the grounds, building exteriors and takes corrective action.
- Performs overall upkeep of the grounds. Including but not limited to remove trash from the grounds, gather and empty trash and recycling bins, cleaning sidewalks, parking lots and carports. Maintaining all areas are clean (i.e. by sweeping, mopping, scrubbing, or vacuuming).
- Performs monthly safety hazard and maintenance deficiency inspection.
- Creates and implements preventive maintenance schedule.

QUALIFICATIONS:

- High school diploma or GED certificate.
- Must possess valid California driver's license & must possess reliable, insured and registered vehicle
- Basic mathematical skills with fluency in reading, writing and communication in English.
- A minimum of 3 years of multi-family apartment maintenance experience.
- Knowledge of precautions and safety procedures for working with ACM/LBP in pre-1981 housing.
- Ability to perform maintenance and repair building trades such as carpentry, plumbing, electrical, HVAC system, appliance repair, painting, drywall, plaster, fire protection system etc.
- Ability to recognize safety hazards and take precautionary measures to protect self and others.

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-5588SF in the subject line of the email.



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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.