



# Job Announcement

## Civic Center Hotel

### Job #17-5649SF

**Position Title:** Maintenance Tech **Posting Date:** March 10, 2017  
**Property Name and City:** Civic Center Hotel, San Francisco  
**Position Type:** Full Time, Non-Exempt  
**Compensation:** DOE

#### 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:

**Immediate opening for one experienced maintenance technician** at a **156-unit**, located in San Francisco. Maintenance performs a wide variety of maintenance duties including unit turnovers, preventative, emergency, cosmetic, (minor) janitorial and routine maintenance and regular inspections. Nature of work requires emphasis on safe work practices, sustained physical effort, trouble shooting, problem solving, and attention to detail, professionalism, **customer service, and effective time management.**

#### DUTIES & RESPONSIBILITIES:

- Complete **daily maintenance work order assignments and log all maintenance activities** in the maintenance log.
- Inspect the premises on a daily basis and advise the Property Manager as to the overall maintenance needs of the project and any emergency work required.
- Advise of equipment and supplies needed and safety hazards.
- **Perform unit turnovers, including routine repairs**, and in coordination with contractors/outside vendors
- Maintain site tool and equipment inventory, and coordinate ordering of supplies with the Property Manager
- Replace light bulbs and fuses as needed
- Performs painting tasks such as: preparing surfaces for painting by patching and masking; painting with brushes or rollers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
- Maintain organized maintenance work shop.
- Respond to work order requests in units and common areas of the building in a timely manner.
- **Performs plumbing tasks** such as: replacing faucets; resetting toilets and sinks; repairing water leaks; replacing and/or repairing flush valves; and clearing clogged drains and soil lines.
- Wears personal protective equipment (PPE).
- Knows the contents and location of the Safety Data Sheet (SDS) binder. Reads and understands labels of all chemicals before using, storing or disposing.
- Actively participates in required monthly Safety Meetings and Training as required/indicated.
- Other related duties as assigned by the Property Manager.

#### QUALIFICATIONS:

- Must possess extensive knowledge of and experience with apartment rehab, maintenance hand tools, materials, and methods; plumbing, minor electrical, drywall and painting.
- Excellent interpersonal, organizational and listening skills.
- Fluency in English required with an ability to read and understand instructions
- Flexibility to work on and prioritize a variety of tasks
- Ability to respond quickly to emergencies
- Minimum one year maintenance experience at a rental property.

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

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference #17-5649SF in the subject line of the email.



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**An Equal Opportunity Employer**



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