



Job Announcement

Elizabeth Oaks Apartments

Job #17-7105SBAY

Position Title: Janitor -Maintenance Technician
Property Name and City: Elizabeth Oaks Apts, Santa Cruz
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: January 2, 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 AND PROPERTY:

Elizabeth Oaks is a 126 unit apartment complex, housing a multi-family and senior population. 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, open and regular communication with Property Manager, sustained physical effort, troubleshooting, problem solving, attention to detail, customer service, and time management.

DUTIES & RESPONSIBILITIES:

- Complete daily maintenance work order assignments and review them with the Property Manager.
- Complete basic maintenance tasks-i.e. electrical, plumbing, carpentry.
- Work with other team members and at times with and/or assist in guidance of hired vendors.
- Inspect the premises daily and advise the Property Manager as to the overall maintenance needs of the property and any emergency work required.
- Sweep, mop, wax and scrub all types of floors.
- Maintain grounds (keep free of trash and debris and unauthorized dumping.)
- Complete unit turnovers, including repairs and cleaning, within a specified time frame.
- Empty and clean all waste receptacles, trash chutes, dumpsters, clean offices, restrooms, common areas, laundry rooms and other areas throughout the complex.
- Maintain inventory of necessary supplies and restock as necessary.
- Implementation of preventative maintenance plan.
- At times be available for on-call or after hour emergencies for the building.
- Other related duties as assigned by the Property Manager

QUALIFICATIONS:

- Minimum of one year maintenance experience at a rental property.
- General knowledge of and experience with apartment rehab, maintenance tools, materials, and methods; plumbing, minor electrical, drywall and painting.

Email Resumes To: elizabeth@jso.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7105SBAY in the subject line of the email. **NO PHONE CALLS PLEASE**



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.