



Job Announcement

Ohlone Gardens Apartments

Job #16-5606SF

Position Title: Maintenance-Lead **Posting Date:** December 20, 2016
Property Name and City: Ohlone Gardens, El Cerrito
Position Type: Full Time
Compensation: \$18-\$21 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:

Position requires advance skills in maintenance technician. The Lead Maintenance oversees the day to day tasks of the entire maintenance team. The role acts as a leader and good role model for the rest of the maintenance staff.

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 unit inspections as scheduled and completes all follow-up work orders
- Oversees other maintenance and/or janitorial staff and insures all common areas are cleaned on a daily basis and as needed
- Performs plumbing, electrical, mechanical, carpentry and masonry repairs and troubleshooting as needed.
- Coordinates, schedules and oversees vendor work, as necessary with Property Manager
- Candidate must be able to function in an on-call capacity and has reliable transportation vehicle
- Insures maintenance and janitorial work is completed following the Green Operational Guidelines to maintain Green Business Certification

QUALIFICATIONS:

- Minimum 2 years experience performing the above maintenance tasks in an apartment development or comparable position
- Basic mathematical and computer skills with fluency in English
- Very good use of time management skills

Email Resumes To: jscojobs@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-5606SF in the subject line of the email.
No Phone Calls Please



An Equal Opportunity Employer

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