



# Job Announcement

## Fox Courts Apartments

### Job #17-5631SF

**Position Title:** Maintenance-Lead  
**Property Name and City:** Fox Courts Apartments, Oakland  
**Position Type:** Full-Time, Non-Exempt  
**Compensation:** \$17-\$20 - Depends on Experience

**Posting Date:** February 7, 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:

Position requires advanced skills in maintenance technician. The Lead Maintenance oversees the day to day tasks of the maintenance & janitorial needs of the 80-unit Multi-Family building. The position acts as a leader and good role model for the rest of the staff. The Lead Maintenance 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, troubleshooting, problem solving, attention to detail, customer service, and time management.

#### DUTIES & RESPONSIBILITIES:

- Schedules and responds to work orders, including following up with residents and management, as needed.
- Assists in safety trainings and inspections. Follows up with repairs of plumbing, electrical, mechanical repairs.
- Follows up with Management on projects and inspection requirements, meeting deadlines, as necessary.
- Operates and makes all installations and repairs in accordance with local, state and national codes.
- Inspect work of others for quality, completion, safety and compliance with contract as directed.
- Perform inspections, testing and maintaining safety equipment and appliances for proper operation.
- Candidate must be able to function in an on-call capacity and has reliable transportation.

#### QUALIFICATIONS:

- High school diploma or GED certificate. Basic mathematical and computer skills with fluency in English.
- Knowledge of OSHA regulations pertaining to worker's protection, precautions, occupational hazards and safety procedures for ACM/LBP in pre-1981 housing.
- 5+ years of multi-family apartment maintenance experience preferred or the following:  
3 years proven experience comparable to a certified journeyman level craftsman in one or more building trades *or* vocational-tech graduate with a journeyman rating in one or more trade classifications.

**Email Resumes To:** [jsojobs@jSCO.net](mailto:jsojobs@jSCO.net)

**IMPORTANT NOTE!** In order to be considered for this position you *MUST* include the Job Reference #17-5631SF 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.