



# Job Announcement

## Glenridge Co-Op

### Job #17-5624SF

**Position Title:** Maintenance Technician **Posting Date:** January 27, 2017  
**Property Name and City:** Glenridge Cooperative , San Francisco  
**Position Type:** Full-Time  
**Compensation:** 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:

Under the supervision of the Property Manager and Maintenance Lead the maintenance technician will assist with maintenance duties including preventative, corrective, emergency, cosmetic and routine maintenance for the 275-unit scattered site buildings throughout Diamond Heights /Glen Park area in San Francisco. Nature of work requires sustained physical effort in performing assign tasks.

#### DUTIES & RESPONSIBILITIES:

- Complete daily work assignments and work orders in a timely manner.
- Daily physical inspection of the premises to advise property manager of deficiencies or hazards sited at the complex and any clean-up work required.
- Respond to after-hour emergency calls, including weekends and holidays, as necessary.
- Responsibilities include working on various types of townhouses all in varying conditions.

#### QUALIFICATIONS:

- Good inter-personal, communication and listening skills, with proficiency in written and oral English
- Ability to work independently and report on a daily task to property manager and / or maintenance lead at the end of each day.
- Flexibility to work with changing priorities and a variety of tasks.
- Ability to respond quickly to emergencies.
- Possess general knowledge to tools, materials, and methods for minor repairs on electrical and plumbing inside apartments, use of equipment, dry wall repair and painting.
- Maintain a professional attitude. This position deals with outside personnel such as residents and clients on a regular basis and it is sometimes necessary to deal with unpleasant or angry people.
- It is necessary to adapt to frequently changing environmental conditions.
- Must be able to lift up to 50lbs; requires physical exertion such as frequent bending, stooping, reaching overhead, walking on uneven ground, sitting and standing.
- Comprehensive knowledge of safety best practices.
- Must have a valid driver's license, insurance and registration.

**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 #17-5624SF 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.