



Job Announcement

Del Monte Manor

Job #16-7103SBAY

Position Title: Maintenance Tech **Posting Date:** December 16, 2016
Property Name and City: Del Monte Manor, Seaside
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:

The Maintenance staff works as a team to perform 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, trouble shooting, problem solving, detail oriented, customer service, and time management

DUTIES & RESPONSIBILITIES:

- Performs planned and corrective maintenance to building systems & equipment, fixtures and surfaces, according to the preventive maintenance schedule.
- Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting electrical systems for unsafe conditions; testing and maintaining safety equipment including emergency exit lights and signs; testing light switches, electrical outlets and GFCIs; checking appliances for proper operation; inspecting plumbing fixtures for leaks; checking drain lines to insure they are free of obstruction.
- Performs timely apartment unit turn-overs as directed by the Property Manager.
- Performs plumbing tasks such as: repairing faucets: resetting toilets and sinks; repairing water leaks, replacing and/or repairing flush valves; and clearing clogged drains and soil lines.
- Participates in off-shift and weekend emergency maintenance coverage as scheduled, and responds immediately to emergencies when on-call: returns phone calls within 30 minutes; arrives at the property within 60 minutes.

QUALIFICATIONS:

- Minimum 2 years of multi-family apartment maintenance experience.
- Knowledge of the principles, practices, tools and materials used in one or more building trades, such as: carpentry, plumbing, electrical, HVAC systems, appliance repair, painting, drywall, plaster, concrete, hardware and locks, fire protection systems, security systems, irrigation and landscaping.
- Ability to perform maintenance and repairs in one or more trades listed above.

Email Resumes To: gtopping@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #16-7103SBAY in the subject line of the email.



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.