



Job Announcement

Conejo Future Apartments

Job #17-1173LA

Position Title: Maintenance Technician
Property Name and City: Conejo Future, Thousand Oaks
Position Type: Full-Time
Compensation: Depending on Experience

Posting Date: February 13, 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:

Conejo Future is a 90 unit apartment complex, housing the 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 2 years' experience performing the above maintenance tasks in an apartment development or comparable position. **Knowledge in REAC and other regulatory inspections is a plus.**
- Basic mathematical and computer skills with fluency in English. Bilingual a plus.
- Candidate must be able to function in an on-call capacity and have reliable transportation.
- Very good use of time management skills.

Email Resumes To: Conejofuture@jSCO.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-1173LA in the subject line of the email. **NO PHONE CALLS PLEASE**



An Equal Opportunity Employer

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