



Job Announcement

Craig Gardens Senior Housing

Job #17-7117SBAY

Position Title: Maintenance Lead
Property Name and City: Craig Gardens Senior Housing, Campbell
Position Type: Full-Time, Includes 1 Bedroom Apartment
Compensation: Depending on Experience

Posting Date: March 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:

This is the highest classification maintenance technician, which requires advanced skills or certification. The Lead Maintenance, in conjunction with the Property Manager, oversees the day to day tasks of the entire maintenance team, which may include assigning work orders, inspecting the work performed by vendors and other maintenance staff, and assisting in safety trainings and inspections. The expectations are this person acts as a leader and good role model for the rest of the maintenance 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, trouble shooting, problem solving, attention to detail, customer service, and time management.

DUTIES & RESPONSIBILITIES:

- Troubleshooting and performing a variety of maintenance tasks including plumbing, electrical, mechanical and carpentry
- Coordination and oversight of vendors and supervision of other maintenance/janitorial staff ensuring safe and efficient work practices
- Performing unit turnovers and supervising vendors to ensure they are timely and work meets quality standards
- Participating in after-hours coverage for maintenance emergencies as needed

QUALIFICATIONS:

- Ability to read, listen, speak, understand and communicate information and ideas in writing and verbally so others will understand
- 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 follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees, tenants and the general public
- Ability to perform maintenance and repairs in one or more trades listed above
- Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work

Email Resumes To: craiggh@jsco.net

IMPORTANT NOTE! In order to be considered for this position you *MUST* include the Job Reference #17-7117SBAY in the subject line of the email.



An Equal Opportunity Employer

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