



Maintenance Technician
Position available
in Jacksonville, FL

Maintenance Technician

Non-profit apartment complex is looking for a highly motivated individual to join our staff. Duties will include, but are not limited to:

- Responding to service calls and completing work orders for Tenants
- Cleaning grounds
- Working with other staff to ensure 5 day turn around time for vacant units
- On call 24 hours per day in rotation with other maintenance staff

The successful candidate will be:

- Self-motivated
- Skilled in general carpentry, electrical, residential plumbing, roofing and guttering cleaning and repairs
- Needs to be familiar with and observe all OSHA Safety requirements
- Needs to be able to troubleshoot HVAC systems, low voltage and high voltage controls
- able to establish good working relationships with coworkers, residents, and subcontractors
- Able to be on call for 24 hour periods in rotation with other maintenance staff
- Previous maintenance experience a plus.
- All job-related licenses and certificates will be considered

The position is a full time position with excellent benefits.

Please email your resume to jskaro@chpc2.org and visit us online at www.communityhousingpartners.org to fill out an application. Application must accompany resume in order to be considered.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.

MAINTENANCE TECHNICIAN

REPORTS TO SUPERVISES

Maintenance Supervisor
None

Job Summary

To ensure residents a safe, comfortable, and attractive residence by keeping all electrical and mechanical equipment and appliances functional at all times, or serviced immediately, and making all needed repairs to structures promptly.

Essential Functions

- Responding to residents' calls for service
- completing plumbing repairs
- laying and repairing tile
- installing and repairing drywall
- repairing electrical switches
- completing work orders such as repairing and replacing appliances, painting, repairing locks, shampooing and replacing carpets, unstopping drains; repairing windows, doors and molding;
- carpentry work such as sanding and staining cabinets and counter tops
- may be assigned to assist in other areas around the property
- May carry a beeper for emergencies

Occasional Functions

- May be called on to assist with HVAC and refrigeration repairs;
- repair fences, service vehicles,
- clean grounds and swimming pool areas,
- clean and vacuum work areas;
- perform minor welding duties,
- may make trash runs or run errands

Knowledge, Skills and Abilities

- Ability to read and understand instructions
- Ability to operate Hand tools, vacuums, floor-buffing machines, hand trucks, motorized construction equipment, lawn care equipment and automobiles

Education and Experience

- High school graduate or equivalent
- Formal training in one of more trades (HVAC, Electrical, Mechanical, Construction, Plumbing, etc.) preferred
- Previous maintenance experience preferred and a minimum two years related experience required

Environmental and Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as

required under the Americans with Disabilities Act ("ADA"), will be made to enable individuals with disabilities to perform the essential functions. The employee must possess:

- Ambulatory skills sufficient to physically walk and inspect the property on a daily basis, including climbing stairs on a regular basis.
- Physical strength to handle routine materials and work tools weighing up to 50 pounds on a daily recurring basis.
- Ability to withstand occasional exposure to noise, exposure to dust, and working with commonly present environmental chemicals and/or fumes.
- Some work is conducted in a typical office environment with temperature control and natural and artificial light.
- Outdoor activities require exposure to seasonal weather and the associated temperature fluctuations.
- Must have close and distance vision and the ability to adjust focus to perform assigned tasks.