



Position Summary

The Maintenance Technician is responsible for performing all assigned building and maintenance work, keeping accurate and complete record of work performed and provides excellent and professional customer service.

Essential Position Responsibilities

- Performs all building and maintenance duties as assigned by the Maintenance Supervisor and maintenance administrative staff
- Tracks daily work order load on tablet, schedules work with building tenants, completes work order and regularly synchronizes to work order tracking system
- Performs plumbing, electrical, carpentry and other general repair work
- Ensures that any work not completed at the end of the visit for any reason is followed up until it is complete
- Provide excellent and professional customer service in all work performed
- Proactively observe the condition of units, buildings, and common areas and report any needed repairs to the Maintenance Supervisor
- Must have use of a reliable vehicle
- Must have own work tools and equipment
- Must be reliable with strong work ethic
- Maintain regular and consistence attendance and punctuality
- Other duties as assigned from time to time

Skills

- Good verbal and written communication skills
- Knowledge in building repairs including plumbing, electrical, carpentry and other general work
- Willingness to learn, improve and adapt.
- Relevant information technology skills, use of iPhone and tablet or is willing to learn them
- Strong problem solving skills.
- Must be self-starter, detail-orientated, and be able to work independently.

Education and Experience

The Maintenance Technician position requires a high school diploma, 2-5 years of experience in general apartment maintenance.

Supervisory Responsibilities

The position does not carry any supervisory or management responsibility.

Physical Requirements

Good vision and a good state of physical conditioning. Walking properties daily, crouching, climbing, reaching and heavy lifting are required.

Work Environment

This position performs work in occupied apartments and buildings the majority of the time with some computer processing work.

Travel Requirements

The Maintenance Technician must have use of a vehicle to regularly travel to by car to CCSM properties, hardware stores, supply stores within the CCSM service area.

The Maintenance Technician must possess and maintain a valid California driver's license and legally required insurance and agree to allow CCSM to obtain access to the DMV pull report.

To Apply:

Please respond to job ad with resume or send resume to resumes@communitycorp.org