HIRING MAINTENANCE SPECIALIST

Bayview Foundation is hiring a part-time Maintenance Specialist to provide the upkeep, repair, rehab and maintenance of our 102 affordable townhomes and community center. This is a part-time position, hourly position paying $18 to $20/hour plus paid time off.

Purpose

Under the direction of the Housing Manager, the Maintenance Specialist is responsible for the upkeep, repair, rehab, and maintenance of Bayview Townhouses and the Community Center.

Duties and Responsibilities

- Inspect and maintain upkeep of apartment units, buildings, equipment and grounds
- Perform routine electrical, plumbing, drywall, painting, masonry, landscaping and carpentry work; Ensure all work completed adheres to industry standards
- Prepare and remodel apartment units for occupancy by new tenants
- Maintain operation and regular maintenance of gas boilers, hot water heaters and softeners, lawn mowers, snow blowers and all other gasoline powered equipment
- Diagnose and report problems with equipment and systems; Assist in the facilitation of prompt repairs
- Prepare apartment units, site, building exterior, systems and all common areas for REAC inspections
- Maintain attractive appearance of Bayview Townhouses and the Community Center, including upkeep of all buildings and grounds
- Implement preventative maintenance plan
- Ensure safe passageway on all sidewalks, parking lots and entries to apartment units and community center
- Secure and maintain inventory of supplies, materials and equipment as directed
- Maintain cleanliness and organization of office and storage maintenance areas
- Develop and maintain positive relationships with residents, contractors, vendors, and volunteers
- Report any issues with tenant compliance and/or unit damages
- Assist with special projects as directed
- Other duties as assigned

Qualifications

- Experience in apartment and/or building maintenance
- Technical training preferred
- Ability to perform minor plumbing, masonry, drywall, painting, electrical and
carpentry work
• Knowledge of apartment renovation and occupancy preparation
• Working knowledge of gas boiler heating systems, hot water heaters and water softeners
• Knowledge and skill in operation of power tools and equipment
• Possession of basic mathematics skills
• Ability to plan and schedule work priorities
• Ability to speak, read and write English
• Excellent communication skills including listening to understand and responding in a way that strengthens and maintains positive relationships
• An understanding of the challenges of poverty and inequity
• Sensitivity to cultural differences and practices
• Bilingual preferred

Requirements
• Ability to work on physically demanding tasks and projects
• Ability to lift, push and/or pull substantial amounts of weight
• Ability to use Microsoft Word, email and texting capabilities
• Possession of valid driver’s license and vehicle
• Ability to maintain confidentiality with residents

To Apply
Submit the following application materials to Bayview Foundation, Inc., 601 Bayview, Madison, WI 53715 or email: employment@bayviewfoundation.org. If application is being emailed, include “Maintenance Specialist” in the subject line.

Application packets must include the following:
1) Resume
2) Cover letter describing your experience and qualifications

Applications will be accepted until the position is filled.

Bilingual, bicultural, and people of color are strongly encouraged to apply.

December 14, 2019