JOB ANNOUNCEMENT – Part-Time Maintenance Specialist

Bayview Background
For 50 years, Bayview has supported its culturally diverse, low-income families in realizing their aspirations by providing affordable housing, fostering cultural pride and building community through the arts, education, and recreation. Bayview’s successful model of community development is made up of the following components:

1. Affordable housing that grounds residents in stability and security.
2. Community Center with multigenerational connection to education, recreation, employment, and community building.
3. Art and Placemaking that lifts voices, honors differences, and fortifies neighborhood ties.

Bayview is undergoing an exciting redevelopment over the next two years. See here for more information: https://www.bayviewfoundation.org/in-the-news

Position Summary
The Maintenance Specialist is responsible for the upkeep, repair, rehab, and maintenance of 130 apartments and the Community Center. This position will work in conjunction with the Maintenance Coordinator on some tasks and work independently on maintenance and grounds tasks.

Duties and Responsibilities
- Maintain apartment units, buildings, equipment, and grounds.
- Respond to work orders in a timely fashion. Prioritize urgent matters.
- Implement preventive maintenance plan.
- Prepare and remodel apartment units for occupancy by new tenants.
- Maintain attractive appearance of grounds by doing a daily walk through of the property and addressing trash and safety issues.
- Responsible for lawn care and snow removal.
- Spring and Fall grounds clean up.
- Assist maintenance coordinator with repairs and projects when needed.
- Maintain cleanliness and organization of maintenance areas.
- Develop and maintain positive relationships with residents, contractors, vendors, and volunteers.
- Assist with special projects and other duties as assigned.

Desired Qualifications and Skills
- Experience in apartment and/or building maintenance.
- Technical training preferred.
- Knowledge of apartment renovation and occupancy preparation.
• Knowledge and skill in operation of power tools and equipment
• Ability to plan and schedule work priorities.
• Excellent communication skills
• An understanding of the challenges of poverty and inequity
• Sensitivity to cultural differences and practices
• Bilingual in Spanish or Hmong 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
• Ability to maintain confidentiality.
• Willingness and desire to learn/acquire new skills
• Ability to be on call and respond to maintenance emergencies.

Hours and Compensation
This is a part-time 20 hours/week position. The majority of the hours will be during regular business hours (M-F 8am-5pm) but some evening and weekend work may be required. This position also requires being on-call for maintenance emergencies on a shared rotation. Pay is $19/hour with paid holidays, vacation, personal time, and sick leave. Premium pay for after-hours work performed.

To Apply
Submit the following application materials to Bayview Foundation, Inc. at employment@bayviewfoundation.org and include “Maintenance Specialist” in the subject line:

1) Resume
2) Cover letter describing your experience and qualifications.

Preference will be given to applications received on or before March 15, 2023

Bayview is an Equal Employment Opportunity/Affirmative Action Employer.