SUMMARY OF THE ORGANIZATION
LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people’s lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts 11,000 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties expand enables access for vulnerable groups to permanent homes and our services are helps them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately, move more people home, together. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES
The Maintenance Worker II is the second in a series of maintenance positions and is the intermediate level responsible for performing basic repairs and maintenance in the areas of plumbing, carpentry, painting, plastering, and electrical; performing general site and building cleaning; and moving and assembly of furniture and equipment on work orders assigned. The Maintenance Worker II position reports to the Operations Manager and works independently and as part of a team to ensure that the facility (ies) assigned to the position, are maintained in the best physical condition possible and that all service requests are completed in a professional and timely manner. This position is expected to perform higher-level work than the Maintenance Worker I, and may be assigned special projects.

SPECIFIC DUTIES
- Perform maintenance and repair in areas of carpentry, drywall repair, painting, flooring, plumbing, electrical and appliances
- Unit inspections, move-in/move-out checklists, section 8 and other agency checklists
- Vacancy preparation as directed by supervisor
- Emergency on-call availability as assigned by supervisor
- Dive to other LAFH sites and perform work orders or emergency assignments as directed by supervisor
- Follow correct safety procedures in all aspects of work
The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

- Dignity
- Perseverance
- Collaboration
- Leadership

- Remediate any potential safety hazards that could injure someone and report potential safety hazards to the Operations Manager
- Complete work orders, activity logs, and vehicle logs as required by supervisor
- Additional tasks, projects, and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Operations Supervisor
Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)
Position titles reporting to position: Zero (0)

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS
- Intermediate level knowledge and experience performing the duties described above
- Fluent in English in order to effectively communicate with management, participants and business partners as required
- Ability to read and write English and understand hazard labels on equipment and instructions for use and maintenance of equipment
- Good use of sound judgment and ability to follow instructions
- Spanish preferred, but not required
- Maintain and execute confidential information according to HIPAA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post offer Tuberculosis (TB) clearances
- Travel is a regular duty for this position and is required 20% of the time
- Use of a personal vehicle to travel between worksites and other locations is required
- Must have and maintain a valid California Driver’s License and insurance in good standing
- Ability to work a 9/80 work schedule
- Flexible schedule to accommodate some non-traditional hours and/or holidays and weekends

EDUCATION AND EXPERIENCE
- High School Diploma or GED required
- Three (3) years of previous experience in maintenance, janitorial, construction or related field

EMPLOYMENT CLASSIFICATION

FLSA STATUS: Non-Exempt
PAYROLL STATUS: Hourly
WORK SCHEDULE: Full Time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

**BENEFITS**

**EQUAL EMPLOYMENT OPPORTUNITY**
LAFH is committed to providing equal employment opportunities for applicants and employees.

**FAIR CHANCE INITIATIVE**
LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

**HOW TO APPLY**
Email your resume and cover letter to HR@lafh.org