

Lead Maintenance Technician

Founded in 1989 as Trinity Housing Corporation, Homeless No More works to end family homelessness by focusing on specific strategic initiatives developed to follow a family through the entire continuum of care: emergency services (Family Shelter), transitional shelter (St. Lawrence Place), affordable housing (Live Oak Place), and community building. We do this by supporting homeless and at-risk families through services and environments that help maximize their potential and move them toward independent living.

Position

The Lead Maintenance Technician will be responsible for performing semi-skilled work in the installation, maintenance and repair of electrical, plumbing, HVAC and/or irrigation systems and equipment; performs general carpentry and minor building construction and renovation work; may supervise subordinate maintenance personnel when assigned; and performs related work as required. These duties shall encompass the entire HNM campus facilities and scattered site properties, grounds and apartments. Lead Maintenance Technician will report to the COO.

Responsibilities

- Conduct a daily facility inspection of entire HNM campus to ensure buildings and grounds are properly maintained.
- Respond to work orders in a timely manner and make minor repairs to facility assets to include apartments and non-congregate rooms.
- Update work orders in Yardi.
- Participates in submitting cost estimates to COO and coordinating with outside vendors as authorized. Inspect building facilities to identify building maintenance needs and safety issues.
- Troubleshoot technical issues with computer, phones, etc. report to Administrative Manager if vendor service is needed.
- Cleans, services, repairs and/or replaces HVAC and refrigeration systems and irrigation systems.
- Installs, maintains and repairs electrical components and equipment, including but not limited to general electrical wiring, electrical outlets, switches, breakers, light fixtures, circuits, security lights, and grounds lights.
- Installs, maintains and repairs various plumbing systems and equipment, including but not limited to bathroom fixtures, water heaters/coolers, water lines, valves, drain lines, water fountains, etc.
- Schedule repairs as needed – HVAC, Electrician, Plumber, Appliance Service.
- Perform and/or assist Family Services Team and property manager with quarterly, bi-annual or annual mechanical system inspections.
- Monitor and coordinate various service contracts for various areas such as janitorial, pest control, HVAC, etc.
- Paint (interior & exterior), strip & seal floors, replace light bulbs, replace air filters, trash collection.

- Communicate with COO on weekends in case of emergency repair is needed.
- Work outside of regular work schedule to include on call, holidays, nights, and weekends when required.
- Supervise the setup of apartments and non-congregate rooms for new families – cleaning, painting, placing furniture & housewares from warehouse in apartment, replacing blinds and addressing any other repairs.
- Moves furniture and other heavy items as requested.
- Give weekly report on vacant apartments and rooms to COO and CPO.
- Collect donations and keep warehouse, shop and storage areas organized.
- Monitors and maintains accurate records on preventive maintenance.
- Maintain the inventory of supplies needed for ordering supplies and requesting donations.
- Assist in loading/unloading for special events.
- Other duties as assigned.

Qualifications

- Ability to lift up to 50 pounds
- Ability to multi-task and think quickly and critically
- Must have a driver license and reliable transportation
- Supervisor experience preferred
- 3-5 years related field experience

Position Details:

Location: Columbia, SC

Salary range: \$42,000 - \$52,000 commensurate with experience, certification, and education

Schedule: 40 hours per week, including evenings and occasional weekends

Employment type: Full-time, salaried

Benefits:

- paid time off plus 13 paid holidays
- employee assistance program (EAP)
- flexible scheduling
- flex time redemption for weekly hours worked over 40
- medical insurance options, healthcare flexible spending account, and optional insurance benefits
- company-sponsored retirement plan

To apply, please send resumes to Gloria Saeed via email at gsaeed@homelessnomoresc.org.