JOB ANNOUNCEMENT: Maintenance Technician

An exciting opportunity to join our Housing Team at Hollywood Palms and City Heights Community Development Corporation is now available. City Heights CDC is a 501(C)3 non-profit organization in the City Heights community of San Diego with a mission to enhance the quality of life in City Heights by working with our community to create and sustain quality affordable housing and livable neighborhoods and foster economic self-sufficiency.

Job Requirements

Language Skills:
Team member must be able to read, analyze, and interpret general business policies and procedures, technical procedures and governmental regulations. Team member must be able to effectively present information and respond to questions from team members, residents, superiors, and the general public. Team member must possess good interpersonal communication skills to interact with residents, vendors and supervisors.

Mathematical Skills:
Team member must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:
Team member must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be capable of defining a problem, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities:
- Requires reliable, insured transportation and valid Driver’s License and insurance
- Must be reliable with minimal unscheduled absences
- Must exhibit professional appearance compatible with company image, positive attitude, energetic, assertive.
- Must demonstrate integrity on a professional level
- Must be detail oriented
- Ability and willingness to interact with a wide range of personalities

Essential Functions

Communication
- Maintain a professional image and attitude in keeping the objectives of City Heights Community Development Corporation and the resident’s welfare.
- Communicate all problems and make recommendations to Management.
- Communicate effectively with Management to maintain a positive and open line of communication
- Maintain a good working relationship with all vendors and staff members

Corrective Maintenance
- Complete service requests per work orders, following company procedures
- Make repair
- Clean up thoroughly
- Observe condition of the apartment and report any unusual circumstances
- Have resident sign completed work order

Apartment Make-Ready Procedures
- Paint unit (if needed)
- Service appliances, plumbing, electrical fixtures
- Repair or replace old/faulty parts
- Change locks
- Replace blinds (if needed)
- Replace burned-out light bulbs

Preventive Maintenance
- Conducting regular inspections of grounds, building, plumbing, electrical fixtures, appliances and major equipment:
  - Check for appearance and cleanliness
  - Check for structural cracks
  - Check for excessive wear
  - Check for faulty parts
- Make repairs or replacements as necessary, with approval of Management.
- Review, update and complete items on the annual preventive maintenance schedule.

Emergency Maintenance
- On call for emergency duty when assigned
- Be familiar with power, water, and gas turnoffs, clean out traps, fire extinguisher and fire hydrants.
- Know emergency telephone number (e.g. P Senior Property Manager, Assistant Manager and Economic and Urban Development Director).
- Follow all company emergency procedures.

Other Duties, including however not limited to:
- Assist in maintaining inventory of tools, equipment and supplies.
- Janitorial duties
- Report all needed repairs to the Management.
- Other duties as assigned by Management.

Additionally, all team members must adhere to and comply with all policies, procedures, processes and guidelines of City Heights Community Development Corporation.

(Due to COVID-19 roles and responsibilities may be modified)

COVID-19 FRONTLINE STAFFING DISCLOSURE AND CONSIDERATIONS:
As the COVID-19 pandemic continues to impact the world, it is our responsibility to help keep our employees, residents, partner organizations, and communities healthy and safe. In an effort to serve the community in a safe and responsible way, our organization and Hollywood Palms programming have modified our services to be delivered in accordance to CDC guidelines. This position works directly with the public and residents residing in our affordable housing property. All safety measures and protocols set in place must be followed to provide a safe work environment.

Compensation/Benefits: 40 hours per week, hourly pay range: $18- $20/hr. depending on experience. Additional benefits include: Medical, dental, and vision insurance; a 401K retirement plan that includes an employer match; generous paid time off and holidays; every other Friday offices are closed; City Heights CDC is committed to the professional growth of all employees and provides training opportunities accordingly.

To Apply: Submit a cover letter and resume in electronic form to Rickie Brown, rbrown@cityheightscdc.org. City Heights Community Development Corporation is an Equal Opportunity Employer.