



# CONARD HOUSE ADMINISTRATIVE OFFICES

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## JOB ANNOUNCEMENT

**POSITION:** Maintenance Technician -- Full Time

**SALARY:** \$19.51 per hour (\$40,582.36 annualized) plus excellent benefits

**REPORTS TO:** Senior Property Manager

**THE ORGANIZATION:** Conard House, Inc. is a progressive nonprofit in San Francisco empowering people who live and work on the margins of society and striving for cultural competency. Conard House's services include money management, case management and housing provided at residential hotels, community service centers and cooperative apartments located throughout the City. The Property Management Department is responsible for facilities management and the housing component of the agency. With the supervision of the Senior Property Manager, the Maintenance Technician completes routine repairs and preventative maintenance tasks at assigned facilities. Conard House, Inc. is a committed equal opportunity employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with conviction records. This position is included in the collective bargaining unit with SEIU Local 1021.

**QUALIFICATIONS:** Must have two years' experience in building maintenance and repairs preferably in a residential hotel setting. Maintenance Technician Certification or able to pass first available course in certification. Ability to work under pressure, handle emergencies and meet necessary timelines. General knowledge of and ability to perform light carpentry, electrical and plumbing repairs. HVAC and hot water system maintenance and diagnostics. Knowledge and ability to operate in a safe manner maintenance equipment and power tools, etc. Must be physically able to travel to multiple locations and lift a maximum of 50 lbs. California Driver's License and a good driving record preferred. Must carry a cell phone, be on call, and respond to after hour emergencies. Ability to communicate effectively and work independently and as a team player. Following conditional job offers, new hires are subject to background checks including criminal record.

### **DUTIES:**

- Respond to tenant work requests, prioritize, determine tools and materials required, contact tenant to schedule repairs in their residence, perform and complete all work in a professional, prompt and efficient manner utilizing the Work Order Tracking System.
- Duties include light carpentry, electrical, plumbing, appliance repair, painting, vacancy turnarounds, general cleaning, trash removal and cleaning sidewalks. Contact outside providers for higher level repairs or services.
- Understand fire alarm and fire suppression systems, electrical and plumbing systems, boiler and hot water systems and schedule the required maintenance, certifications and inspections when they are due.
- When needed, contact outside contractors for bids, to schedule work and coordinate any work with staff and tenants.
- Conduct inspections of common areas and units as indicated and perform needed corrections or repairs to ensure an attractive, healthy and safe environment for employees, contractors, residents and visitors.
- Maintain written work orders, repair journals, preventative and corrective maintenance programs and other building related certifications and records.
- Maintenance Technicians may be assigned to multiple sites, transferred to other sites, or required to assist at other sites.

**PEOPLE FROM DIVERSE CULTURAL BACKGROUNDS ARE ENCOURAGED TO APPLY. Send resume to above address, Attn: Markyle Henderson / Senior Property Manager, or e-mail to [PMjobs@conard.org](mailto:PMjobs@conard.org) or fax to (415) 890-5132**

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