



JOB DESCRIPTION

Job Title: Maintenance Technician (Sunrise Village in Fremont)
Job#: PA3131703
Status: Full Time / Non-Exempt
Supervisor(s): Property Manager/Maintenance Coordinator

Position Information:

The Maintenance Technician will be responsible for performing a variety of repairs at the Sunrise Village Emergency Shelter facility in Fremont, and scattered single family homes across Alameda and Santa Clara County. The position is full time, 40 hours per week, with some flexibility of hours, but generally working 8 hours per day between 9am and 5pm Monday - Friday. The position may require occasional work on all or part of a Saturday in conjunction with a volunteer work project, and some weekend or after-hours emergency maintenance on-call duties.

Responsibilities:

- Responsible for general maintenance and repair at Sunrise Village Emergency Shelter. Typical repair work includes painting, sheet rock, door and window hardware, light carpentry, and routine plumbing, electrical and HVAC maintenance and repair.
- Ability to trouble shoot more complex problems involving commercial-grade equipment, plumbing, electrical, appliance malfunctions, video cameras, and HVAC and then coordinating with outside vendors to ensure that work is performed safely and to company specifications.
- Periodically inspect building systems and common areas, in accordance with inspection checklists.
- Maintain accurate records regarding preventative maintenance on all equipment based on manufacturer recommendations or as required by housing regulations.
- Maintain inventory of and purchases materials for common maintenance and repair.
- Work independently and manage work orders in an organized and timely fashion.
- Monitor and coordinate maintenance for Abode vehicles used at Sunrise Village.
- Maintain congenial relationships with residents and staff by being professional and polite and communicating effectively using strong interpersonal skills. Able to handle complaints/adversity with tact and diplomacy. Understanding of and sensitivity to cultural background, economic status, special needs and disabilities.
- Demonstrate initiative, personal awareness, professionalism, integrity, pride in work, and exercise confidentiality in all areas of performance.
- Ability to assess and respond to emergency maintenance calls.
- Ability to occasionally lift up to 50 pounds, work with hands over head, climb stairs and ladders, kneel, and walk around property over rough terrain.

- Occasionally drive Abode van and trailer and help pick up large bulky donations.
- Have own registered and insured vehicle than can transport necessary work materials from store.
- Other duties as assigned

Qualifications:

- 3-5 years experience in commercial/residential-related repair and maintenance
- Strong communication skills in English both verbally and in written
- Experience and knowledge of painting, basic plumbing, basic electrical, and carpentry.
- Experience in repairing sheetrock, door frames, door locks, and cabinetry.
- Experience in replacing unit plumbing fixtures like toilets, garbage disposals, sinks, landscaping sprinklers.
- Experience in troubleshooting a wide variety of problems including appliances, HVAC, electrical and plumbing issues.
- Experience with working both independently and as part of a team.
- Experience with quality control, health and safety regulations as they pertain to performing repairs.
- HVAC repair experience or certification is preferred
- Experience with interacting with diverse and special needs populations.
- Reliable Transportation, valid and current CA Driver's License and Insurance are required.

Equal Opportunity Employer/Drug Free Workplace - all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.