

Wisteria View Housing

Title: Maintenance Technician 2	Date Open: 6/1/2021	Date Closed: when filled
Department: Wisteria View Manor	Reports to: Facilities & Maintenance Manager	Shift: Monday - Friday 8:00 AM to 5:00 PM
Status: Regular Full Time Employee	FLSA: Non exempt	Salary Range (Hourly Rate) \$22.00 - \$35.00/hr DOE
Program Description:	Wisteria View Housing develops, owns and operates affordable housing in Seattle, Washington. Wisteria View Manor is an 86 unit apartment building located in central Seattle which serves low income seniors and disabled individuals (HUD project based Section 8).	
Position Description:	The Maintenance Technician 2 is a vital part of our property management team. This senior position in our maintenance team performs maintenance activities to protect the health and safety of residents and staff and the physical integrity of the building, equipment, furnishings and grounds/landscape. The technician performs cleaning, repairs, upgrades & improvements, inspections, equipment installations, painting, grounds maintenance/landscaping, troubleshooting, preventative maintenance and purchasing of parts and materials. This position ensures timely turnover of apartments and the completion of work orders & repair requests in a safe, timely and thorough fashion. As part of the maintenance team, the Maintenance Technician 2 may provide on-call service and respond to pager calls on a rotating schedule.	
Essential Functions:	<p><u>Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Safety & Accident Prevention: Follow safety rules, equipment & tool instruction manuals and training. 2. Perform periodic inspections of apartment units, common areas and the grounds. 3. Perform maintenance and repair work on but not limited to: <ol style="list-style-type: none"> a Plumbing (repair leaks, repair/replace fixtures, etc.) b Electrical (replace light bulbs, minor repairs, etc.) c Carpentry (maintain and repair cabinets, doors, windows, etc.) d Painting (interior and exterior painting) e Drywall repair (repair damage, replace as needed) f Landscaping (mowing, trimming, weeding, raking, etc.) / curb appeal g Unit turnaround tasks (renew/refurbish apartment units) 4. Makeready schedules, projects, tasks & punch lists to ensure top condition and timely ready to lease completion for prospective residents. 5. Assist janitorial staff as assigned in cleaning and maintaining common areas. 6. Assist in training new or lesser experienced members of the facilities & maintenance team. 7. Assist with movement of materials to job locations 8. Research parts, prices and process/methodology 9. Assist or take a lead role in planning projects including: <ol style="list-style-type: none"> a Documenting/Defining Scope b Scheduling c Budgeting d Status reporting & analysis e Oversight of contractors 10. Establish, maintain and promptly update various logs and files. 11. Assist tenants and other staff as needed. 12. Assist with various tasks, as assigned. 	
Work Environment	Work site has stairs and elevators. Working with power tools, use of and exposure to cleaning chemicals, solvents and paint, and other possible hazardous materials, performing physical duties in physical isolation from other staff can be potential hazards of the job. There may be other hazards. Employees are expected to perform their work in such a manner as to eliminate or reduce any potential hazards to an acceptable level. Employees are also expected to report actual or potential hazards to management and are expected to use company provided safety equipment (eye protection, hearing protection, breathing protection, etc.) as needed.	

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Job Requirements:	<p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. High School diploma or GED. 2. 5+ years of experience working as an Apartment Maintenance Technician or in a related field 3. Demonstrated ability to perform basic plumbing, electrical, carpentry, wall repair and painting tasks. 4. Demonstrated ability to diagnose and troubleshoot mechanical & electrical systems. 5. 5+ years of experience safely operating hand and power tools and other generally accepted maintenance equipment. 6. Understand preventive, predictive and corrective maintenance activities. 7. Ability to disassemble, fabricate, assemble and install simple building infrastructure and systems/components. 8. Ability to read building drawing sets/blueprints. 9. Ability to grasp complex issues and apply good problem solving skills to develop recommendations/solutions. 10. Experience working independently and as a member of a team. 11. Ability to communicate (speak, hear, read and write) effectively in standard business English. Must be able to understand and follow supervisor's instructions, instruction and/or installation manuals, procedure manuals, safety notices, government documentation such as HUD Uniform Physical Condition Standards and Federal Housing Quality Standards, etc. 12. Ability to perform the following essential physical requirements: <u>Constant</u> – hearing or taking in auditory information, seeing or taking in visual information; <u>Frequent</u> – standing, moving over a variety of surfaces, exposure to whole body vibrations, lifting and carrying up to 20 pounds, climbing stairs, reaching (from knees to shoulders), repetitive hand motion, handling/grasping, fine finger manipulation, talking; <u>Occasional</u> – sitting, lifting and carrying up to 40 pounds, pushing/pulling, climbing ladders, working at heights, bending at the waist, twisting at the waist, crouching, kneeling/squatting, reaching (below knees and above shoulders), repetitive arm motion, using foot controls, operating power tools (including upper body vibrations and excessive noise level); <u>Seldom</u> – crawling, lifting and carrying up to 60+ pounds. 13. Ability to keep accurate records, perform basic mathematical computations and maintain attention to detail. 14. Basic computer skills are required. 15. Ability to figure out and master tasks after a brief period of research/self-study. 16. Ability to manage time effectively to prioritize and meet deadlines. 17. Demonstrated ability to take initiative and figure things out 18. Ability to plan and organize own work. 19. Ability to collaborate on group projects and follow directions. 20. Strong multi-tasking abilities to handle competing deadlines. 21. Customer service oriented. Empathy for senior citizens and the disabled. 22. Maintain composure in the presence of a language barrier and work effectively in a multi-cultural environment. 23. Must be able to work overtime. 24. Basic knowledge of Landlord-Tenant regulations and Fair Housing. 25. Valid Washington State driver's license, clean driving record, and insurable. 26. Ability to provide on-call pager duty and respond to calls during all hours. <p><u>Preferred Qualifications:</u></p> <ol style="list-style-type: none"> 27. CAMT certification 28. CPO certification 29. Electrician (07b or better license). 30. Experience in landscape and grounds maintenance. <p><u>Substitute qualifications:</u></p> <ol style="list-style-type: none"> 31. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.
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All employees of Wisteria View Housing are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Candidates selected for this position must pass a criminal history background check prior to employment with Wisteria View Housing.

Wisteria View Housing is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, national or ethnic origin, ancestry, age, disability, sex, gender identity, sexual orientation, military or veteran status. Please let us know if you need special accommodations to apply or interview for this position.

Wisteria View Housing provides a rich benefits package to regular employees working 25 or more hours per week including health insurance, health savings account (HSA), contributions towards retirement plans, and paid time off for vacations and sick leave.

To learn more about our company please visit our website www.wisteriaview.org

To Apply:

Please submit a cover letter and resume to:

e-mail: hr@wisteriaview.org

mail: Human Resources
Wisteria View Housing
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Seattle, WA 98144