

## Wisteria View Housing

<b>Title:</b> Maintenance Assistant	<b>Date Open:</b> 6/12/2025	<b>Date Closed:</b> Until filled
<b>Department:</b> Wisteria View Manor	<b>Reports to:</b> Executive Director	<b>Shift: 40 hours/week</b> Mon-Fri 8 AM – 5 PM (1 hour unpaid lunch)
<b>Status:</b> Temporary (position ends on or around 9/12/25)	<b>FLSA:</b> Non exempt	<b>Salary (Hourly Rate)</b> \$20.76 / hour
<b>Program Description:</b>	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).	
<b>Position Description:</b>	This is a <b>temporary</b> summer position. The Maintenance Assistant helps to complete new or ongoing facilities, maintenance, information technology and/or repair projects and assists staff in the operations and management of the Wisteria View Manor.	
<b>Essential Functions:</b>	<p><b><u>Duties and Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Safety &amp; Accident Prevention: Follow safety rules, equipment &amp; tool instruction manuals and training. Attend all required training and safety meetings.</li> <li>2. Assist or perform basic maintenance duties including cleaning, power washing, plumbing drain jetting, woodwork prep &amp; refinishing, metal work prep &amp; painting, drywall prep &amp; painting, work order repairs, unit turn around tasks, and assembly/construction of equipment, building facilities or improvements.</li> <li>3. Occasionally perform janitorial tasks such as dusting, sweeping, mopping, washing, disinfecting, vacuuming, carpet shampooing, polishing, window cleaning, etc.</li> <li>4. Assist or perform basic assembly, configuration and testing of information technology equipment and automated systems.</li> <li>5. Assist or perform data base maintenance, configuration and data analytics.</li> <li>6. Assist with movement of materials &amp; supplies around the facility.</li> <li>7. Assist tenants and other staff as needed.</li> <li>8. Assist or perform basic outdoor grounds keeping &amp; landscape maintenance tasks.</li> <li>9. When assigned, respond to alarms from the building's Emergency Call System (ECS) assessing the situation and resolving the problem per company policy and procedures.</li> <li>10. Maintain confidentiality and security of tenant and business information &amp; files.</li> <li>11. Summon senior maintenance staff in the event of a situation requiring immediate attention such as uncontrolled water leaks, malfunction of the fire alarm system, emergency call system, and other life/safety situations and report such situations to management as necessary.</li> <li>12. Assist with various tasks, as assigned.</li> </ol>	

<b>Job Requirements:</b>	<p><b><u>Minimum Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. High School diploma or GED.</li> <li>2. Ability to understand and carry out both written and oral English language instructions, procedures and regulations (including government documentation).</li> <li>3. Good verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills.</li> <li>4. Good attention to detail.</li> <li>5. Ability to manage time effectively to prioritize and meet deadlines.</li> <li>6. Ability to take initiative and work independently</li> <li>7. Ability to exercise discretion in regard to those duties that may require entry to residential units. If staff determines there may be a risk to personal safety or liability, it is advisable to enter only when accompanied by another staff person or emergency response personnel.</li> <li>8. Ability to climb the stairs from the first floor to the sixth floor and carry out duties in a timely fashion upon elevator failure or unavailability.</li> <li>9. Knowledge of the 911 system and its use.</li> <li>10. Knowledge of smoke detectors and their use</li> <li>11. Ability to collaborate on group projects and follow directions.</li> <li>12. Support and uphold the mission, beliefs and values of Wisteria View Housing.</li> <li>13. Strong multi-tasking abilities to handle competing deadlines.</li> <li>14. Empathy for senior citizens and the disabled.</li> <li>15. Customer service oriented.</li> <li>16. Maintain composure in the presence of a language barrier.</li> <li>17. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.</li> <li>18. Must be capable of lifting of up to 60 pounds. Ability to carry materials a distance of up to 250 feet.</li> <li>19. Criminal history background checks are required prior to employment.</li> <li>20. Ability to quickly and accurately assess emergency situations and take appropriate action to protect life and property.</li> </ol> <p><b><u>Preferred Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>21. Basic knowledge of Landlord-Tenant regulations and Fair Housing.</li> <li>22. Ability to speak and understand Chinese (Mandarin, Cantonese &amp; Taishanese)</li> <li>23. Painting (interiors), carpentry or landscape experience</li> <li>24. Basic knowledge and experience with the safe use of tools (hand &amp; power)</li> <li>25. Ability to diagnose and troubleshoot mechanical systems.</li> <li>26. Ability to disassemble, fabricate, assemble and install simple building infrastructure and systems/components.</li> <li>27. Ability to assemble and configure Windows based desktop computers.</li> <li>28. Ability to grasp complex issues and apply good problem solving skills to develop recommendations/solutions.</li> <li>29. Basic first aid knowledge (current certification in first aid and/or CPR).</li> </ol> <p><b><u>Substitute qualifications:</u></b></p> <ol style="list-style-type: none"> <li>30. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.</li> </ol>
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Wisteria View Housing is an Equal Opportunity Employer  
Please let us know if you need special accommodations to apply or interview for this position.

#### **APPLICATION PROCEDURE**

Send application, resume and cover letter to [HR@wisteriaview.org](mailto:HR@wisteriaview.org)