

## Wisteria View Housing –Maintenance Technician 1 or 2

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| <b>Title:</b> Maintenance Technician 1<br>or Maintenance Technician 2 | <b>Date Open:</b> 5/15/26   | <b>Date Closed:</b> Until filled                              |
| <b>Department:</b><br>Wisteria View Manor                             | <b>Reports to:</b> Executive Director   | <b>Shift:</b> 40 hours/week<br><b>Mon-Fri, 8 AM to 5 PM</b>   |
| <b>Status:</b> Full Time Employee                                     | <b>FLSA:</b> Non exempt   | <b>Salary Range (Hourly Rate)</b><br>\$22.00 - \$40.85/hr DOE |
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| <b>Program Description:</b>   | Wisteria View Housing develops, owns (through its Wisteria View Manor LLC subsidiary) 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 & disabled individuals through HUD's project based Section 8 program.   |   |
| <b>Position Description:</b>  | Maintenance Technicians are a vital part of our property management team who perform maintenance activities to protect the health and safety of residents and staff and the physical integrity of the building, equipment, furnishings and grounds/landscape. Technicians perform cleaning, repairs, upgrades & improvements, inspections, equipment installations, painting, grounds maintenance/landscaping, troubleshooting, preventative maintenance and purchasing of parts and materials. They also coordinate and work with third-party contractors. 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, Maintenance Technicians may provide on-call service and respond to pager calls on a rotating schedule.   |   |
| <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.</li> <li>2. Perform maintenance and repair work on but not limited to:             <ol style="list-style-type: none"> <li>a Plumbing (repair leaks, repair/replace fixtures, etc.)</li> <li>b Electrical (replace light bulbs, minor repairs, etc.)</li> <li>c Carpentry (maintain and repair cabinets, doors, windows, etc.)</li> <li>d Painting (interior and exterior painting)</li> <li>e Drywall repair (repair damage, replace as needed)</li> <li>f Landscaping (mowing, trimming, weeding, raking, etc.)</li> <li>g Unit turnaround tasks (renew/refurbish apartment units)</li> </ol> </li> <li>3. Perform periodic inspections of apartment units, common areas and the grounds.</li> <li>4. Assist with movement of materials to job locations</li> <li>5. Research parts, prices and process/methodology</li> <li>6. Assist or take a lead role in planning, implementing and managing projects including documenting &amp; defining scope, scheduling, budgeting, status reporting &amp; analysis, and oversight of contractors.</li> <li>7. Establish, maintain and promptly update various records, logs and files.</li> <li>8. Assist tenants and other staff as needed.</li> <li>9. Assist with various tasks, as assigned.</li> </ol> |   |
| <b>Work Environment</b>   | 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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| <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. Prior experience working as a Maintenance Technician or in a related field.</li> <li>3. Understanding of basic plumbing, electrical, carpentry, wall repair and painting tasks.</li> <li>4. Demonstrated ability to diagnose and troubleshoot mechanical &amp; electrical systems.</li> <li>5. Ability to safely operate hand and power tools and other common maintenance equipment.</li> <li>6. 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.</li> <li>7. Ability to perform the following essential physical requirements: <b><u>Constant</u></b> – hearing or taking in auditory information, seeing or taking in visual information; <b><u>Frequent</u></b> – 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; <b><u>Occasional</u></b> – 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); <b><u>Seldom</u></b> – crawling, lifting and carrying up to 60+ pounds.</li> <li>8. Ability to keep accurate records, perform basic mathematical computations and maintain attention to detail.</li> <li>9. Basic computer skills are required.</li> <li>10. Ability to master tasks after a brief period of instruction.</li> <li>11. Ability to manage time effectively to prioritize and meet deadlines.</li> <li>12. Ability to take initiative and work independently</li> <li>13. Ability to plan and organize own work.</li> <li>14. Ability to collaborate on group projects and follow directions.</li> <li>15. Strong multi-tasking abilities to handle competing deadlines.</li> <li>16. Customer service oriented. Empathy for senior citizens and the disabled.</li> <li>17. Maintain composure in the presence of a language barrier and work effectively in a multi-cultural environment.</li> </ol> <p><b><u>Preferred Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>18. 3+ years of experience working as an Apartment Maintenance Technician or in a related field</li> <li>19. Past experience with and ability to use Microsoft Office applications.</li> <li>20. Demonstrated ability to perform basic plumbing, electrical, carpentry, wall repair and painting tasks.</li> <li>21. Electrician (07b or better) certified.</li> <li>22. Experience working independently and as a member of a team.</li> <li>23. Basic knowledge of Landlord-Tenant regulations and Fair Housing.</li> <li>24. Ability to communicate in Mandarin, Cantonese &amp; Toisanese</li> <li>25. CAMT certification.</li> <li>26. Ability to diagnose and troubleshoot mechanical systems.</li> <li>27. Understand preventive, predictive and corrective maintenance activities.</li> <li>28. Ability to disassemble, fabricate, assemble and install simple building infrastructure and systems/components.</li> <li>29. Ability to read building drawing sets/blueprints.</li> <li>30. Ability to grasp complex issues and apply good problem solving skills to develop recommendations/solutions.</li> </ol> <p><b><u>Substitute qualifications:</u></b></p> <ol style="list-style-type: none"> <li>31. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.</li> </ol> |
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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.

Salary ranges factor in specific qualifications, skills, experience, equity in comparison to similar positions, and the external market. Typically a new hire can expect a starting salary somewhere in the lower part of the range.

Wisteria View Housing provides a rich benefits package to regular employees. Please contact Human Resources for additional information.

To learn more about our company please visit our website [www.wisteriaview.org](http://www.wisteriaview.org)

### **To Apply:**

Please submit a cover letter and resume to:

e-mail: [hr@wisteriaview.org](mailto:hr@wisteriaview.org)

mail: Human Resources  
Wisteria View Housing  
1400 S. Main Street, Suite 109  
Seattle, WA 98144