



Job Announcement

TITLE: Maintenance Technician
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Supervisor
STATUS: Full Time

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous social services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist over 3,500 clients annually. Having recently opened our innovative 3-acre \$40M Jefferson Ave. campus, we are poised to expand our programming to improve service provision, while taking the organization to new levels.

WHAT YOU RECEIVE:

The chance to work in a diverse and employee-centered environment with a staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that offers many competitive benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, two Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), and mileage reimbursement. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building/fun. The Agency is also a qualified employer for the Public Service Loan Forgiveness Program.

WHAT WE'RE LOOKING FOR:

We are seeking a detail-oriented and professional Maintenance Technician who can assist the Maintenance Supervisor in maintaining each DOORWAYS facility with routine and preventative maintenance as well as custodial duties in the common areas. The maintenance technician must be knowledgeable in the areas of plumbing, electrical, carpentry, appliance repair and general maintenance. The chosen candidate must have a reliable vehicle, smart phone, clean background check and on-call availability.



MAJOR DUTIES AND RESPONSIBILITIES

- Maintain efficient function of a variety of equipment types, including dish and clothes washers and dryers, hot water heaters, lawn mowers, and snow blowers
- Perform a wide variety of general building maintenance repairs and services, including but not limited to:
 - Install doors, cabinets, drywall, light fixtures
 - Replace washers, faucets and seals on malfunctioning plumbing equipment, repair leaky faucets and clean clogged drains
 - Paint interior and exterior walls and cabinets; hang wallpaper and pictures; assemble furniture
 - Complete grounds work as directed by program manager which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds and other areas.
 - Inspect units, clean air filters
- Responsible for 24-hour emergency maintenance service as scheduled.
- Responsible by alerting the Maintenance Supervisor of any unusual occurrence and/or damage that have taken place or that may occur.
- Maintain a professional courteous manner with all residents, vendors, contractors, and fellow employees.
- Inspect storage rooms, work rooms, utility/janitorial closets, etc., for upkeep and supply control.
- Assure that outside services are properly completed/supervised in accordance with contracts/work orders.
- Respond to work orders as indicated by the Maintenance Supervisor in an efficient manner within 48 hours and will avoid "call backs".
- Meet with vendors at DOORWAYS facilities as needed.
- Assist in getting vacated apartments turned over and ready within 5 working days or less.
- Assist in maintaining excellent curb appeal by assisting in trash pick-up while on each property.
- Assist the maintenance staff in the development and use of departmental policies, procedures, equipment, supplies, etc.
- Provide a clean, safe and comfortable environment for all residents and staff.
- Monitor and maintain all building systems as assigned.

EDUCATION & EXPERIENCE

- Must possess, as a minimum, a High School Diploma or equivalent GED.
- A minimum of three (3) years' experience in a maintenance/plant-related positions is highly preferred.
- HVAC certification preferred but not required.
- Experience with appliance repair preferred.

**Knowledge, Skills and Abilities:**

- Must be able to read, write and speak the English Language in an understandable manner.
- Must be knowledgeable of boilers, compressors, generators, etc., as well as various mechanical, electrical and plumbing systems.
- Have the ability to deal tactfully with personnel, family members, visitors, government agencies/personnel and the general public.
- Must be licensed in accordance with current applicable standards, codes, labor laws, etc.
- Ability to read and interpret blueprints.
- Must have knowledge of building codes and safety regulations.
- Intermediate skills with computers, including being able to use programs like Microsoft Word and Excel and email, preferred.

PHYSICAL REQUIREMENTS

The Maintenance Technician will do a large part of his/her work standing and may have to spend extended periods of time outside and in less than ideal weather situations. He or she may exert up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently to move objects. This employee must be detail orientated, organized and able to multi-task.

This job description in no way states or implies that these are the only duties the Maintenance Technician will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.

If interested, please send cover letter, resume, and salary requirement to: employment@doorwayshousing.org.

Please no phone calls or solicitations.