



## **Job Description**

Job Title: Maintenance Associate  
Department: Property Management  
Reports to: Maintenance Supervisor  
FLSA Status: This is a fulltime, 40 hours per week, Non-Exempt position  
Hourly Rate: \$17-25 per hour DOE

### **About Community Housing Development Corporation**

Here at CPMC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity.

### **POSITION SUMMARY**

Under the general supervision of the Facility Director, the Maintenance Associate will perform routine and general maintenance mechanical work such as; plumbing, light electrical, light carpentry, painting, sheet rock repair, refurbishing, irrigation, and common area cleaning in housing projects designed to provide low-income families, seniors, special users, or other eligible individuals with furnished or unfurnished housing in single or multi-unit dwellings.

### **Responsibilities include the following. Other duties may be assigned.**

- Efficiently and effectively schedules work order requests. Performs light plumbing work, irrigation, replacement of broken glass, screens, tile, carpet, garbage disposals, fixtures, appliances, draperies, locks, etc.
- Efficiently and effectively paints interior and exterior, performs carpentry work such as fitting doors, freeing windows, replacing and building shelves, sanding and refinishing floors, repair of concrete, masonry, roof fencing, etc.
- Assists in custodial work/cleaning of common areas and vacant units, including sweeping, mopping, vacuuming, waxing, buffing, emptying trash, cleaning windows, etc. Assists in grounds work and limited extermination services when necessary.
- Identifies and assesses problems and needs and communicates these to Maintenance Supervisor and Property Manager.
- Maintains congenial relationships with all residents, is professional and polite; communicates easily with residents using strong interpersonal skills. Is able to handle complaints/adversity with tact and diplomacy. Is understanding and sensitive to cultural background, economic status, those with special needs, and adheres to Equal Employment and Equal Housing Opportunity requirements.
- Participates in an on-call emergency schedule for evening, weekend and holiday coverage of the property and/or other properties. Maintains knowledge of water, gas meter cutoffs, all building and fixture cutoffs, sewer cleanouts and maps and diagrams of the property. Maintains security of property.



- Under the general supervision for the Site Manager or Maintenance Supervisor maintains inventory of, places monthly order for, picks up supplies and utilizes materials for maintenance and repair.
- Periodically inspects building exterior and common areas, performs repairs and janitorial assistance as needed. Assists with scheduled annual unit inspections. Refurbishes apartments prior to occupancy.
- Maintains accurate records regarding preventative monthly maintenance on all equipment based on manufacturer recommendations or as required by housing regulations or codes.
- Completes and maintains the CAMS II maintenance program.

Perform related duties as required

### **Required Qualifications**

- A minimum education level of: High School Diploma or its equivalent
- A minimum of 1-2 years of related work experience
- The ability to work at multiple worksite locations
- Basic knowledge of Basic Plumbing including toilet, faucet, and minor pipe repair
- Basic knowledge Painting including preparation, sanding, and color matching
- knowledge in electrical repairs including light switch, cords, ballasts and bulbs and circuit breakers
- Ability to follow oral and written instructions in English and/or Spanish and prioritize multiple tasks
- Clean driving valid California Driver's License
- Ability to work irregular/extended hours, including nights, weekends, and holidays
- Able to wear face mask for long periods of time
- A background clearance is required

### **PHYSICAL REQUIREMENTS:**

- Maneuvering in and around worksites
- Standing and walking for long period of times
- Bending, kneeling, reaching, and stooping
- Lifting boxes or equipment weighing up to 25 pounds, and up to 70 pounds
- Pushing or pulling objects such as vacuums, carts, mops, etc.
- Climbing ladders and/or step stools



I, \_\_\_\_\_ have read the above job description and I am able to accomplish the responsibilities of this position.

\_\_\_\_\_ without the need for accommodations.

\_\_\_\_\_ with the following accommodations.

\_\_\_\_\_  
Signature of Staff Member      Date

\_\_\_\_\_  
Signature of Supervisor      Date