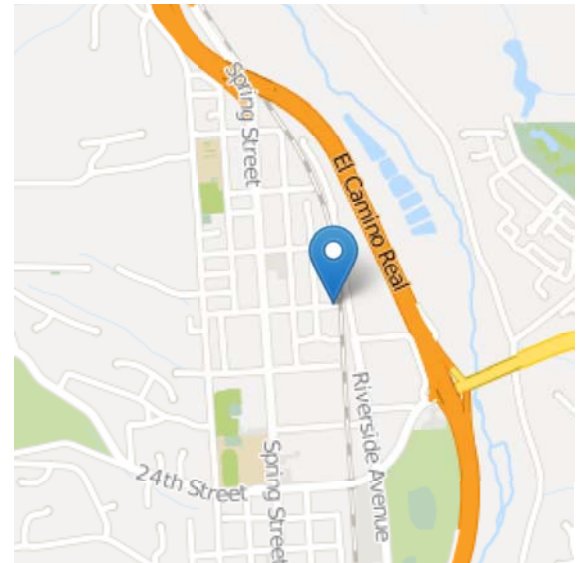


CL san luis obispo > jobs > skilled trades/artisan

Contact Information:

Property Maintenance Tech II/Supervisor (Paso Robles)

image 1 of 2



901 30th Street at Pine Street

compensation: **\$20.00 - \$27.00 per hour**
DOE

employment type: **full-time**

MAINTENANCE TECHNICIAN II / SUPERVISOR

Maintenance Technician II Description:

This position performs a wide variety of maintenance, repair, and janitorial duties that include safety, preventive, emergency, cosmetic and routine maintenance. Primary responsibility is the operation, maintenance and repair of apartment complexes the Paso Robles Housing Authority (PRHA) owns or manages. It is expected that this person is to act in the best interest of the PRHA at all times.

Typical Duties and Responsibilities:

The Maintenance Technicians II main duties will be to participate in all aspects of exterior and interior building maintenance, repair, and unit preparation including preventive and quality control matters singly or with assistance from another technician. Typical tasks involve but are not limited to plumbing, painting, carpentry, drywall, stucco, electrical, appliance repair, and other typical housing repairs and maintenance including grounds and common areas. Other tasks involve maintenance and repair of PRHA equipment and vehicles assigned to maintenance staff, advises administration of any observed tenant lease violations or criminal

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activities. Other duties as assigned by Director of Property Management. Promote safety consciousness and employee safe work practices at all times.

Supervisor Duties:

In addition to the Maintenance Technician II duties above, this position requires the individual to take on additional responsibility as a Maintenance Supervisor. As a Supervisor, this person will coordinate maintenance work orders to appropriate personnel including oneself for PRHA managed apartment complexes. In addition, they will, determine if an outside contractor is necessary to hire for a specific maintenance issue and will oversee the work accordingly.

The Maintenance Supervisor will oversee and coordinate maintenance personnel who maintain and repair electrical, plumbing, ventilation, HVAC, painting, carpentry, drywall and other maintenance issues to assure they are following scheduled assignments and maintain a good standard of quality of work. They may be responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed including hiring outside vendors. The Supervisor will organize schedules; assign work activity, and weekend emergency personnel coverage. They may perform training to ensure individuals have all the requisite skills. Additional responsibilities include developing and implementing maintenance procedures. Supervisor will evaluate personnel performance to ensure quality operations. They also investigate accidents and prepare relevant reports.

This position reports to the Director of Property Management.

Knowledge, Abilities and Skills:

To perform this job successfully an individual must be able to perform each primary job function satisfactorily. Working knowledge of standard tools used in maintenance and construction jobs; working knowledge of materials, methods and practices of the trade areas to which assigned; knowledge of most power equipment; ability to operate standard maintenance and construction machinery, skill in the use and care of tools, ability to understand and follow oral and written directions; ability to meet the public effectively and provide information regarding grounds facilities, building facilities and PRHA regulations; sufficient physical strength to and agility to perform heavy manual labor, occasionally under adverse weather conditions.

Safety:

Adhere to Company, OSHA and employee safe work practices at all time.

Use personal protective equipment when necessary.

Attend and lead safety meetings.

Advise PRHA of any health and safety issues.

Maintain Material Safety Data Sheet binder for all potentially hazardous stored or used on the property.

Experience and Education:

Person should have a minimum of two years' supervisory experience and five years' experience in the maintenance field performing typical tasks in this job description. A minimum of High School graduate or GED certificate is required

Licenses:

A valid California Driver license with a good record is required.

Physical Abilities and Work Environment:

The employee must be able to stand and work for lengthy periods in both indoor and a variety of outdoor physical and weather environments. Possess the stamina to perform heavy labor. Walk over uneven ground, use work dollies, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Drive automotive vehicles. Exposure to potentially hazardous situations in responding to "on-calls" after hours.

Exposure to hazardous gases, and chemical compounds that may be used in the course of work. Must possess the manual dexterity to use a variety tools. Be able to lift up to 50 lbs.

PRHA offers a comprehensive employee benefits plan including medical insurance and retirement.

Salary Range: \$20.00 - \$27.00 per hour DOE

TO APPLY: Respond to this ad by email and attach a resume, or go to www.pasoroblesha.org, download and fill out an application, and send to PRHA at 901 30th St, Paso Robles CA 93446.

PRHA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

