Job Title: Maintenance Technician
Reports to: Property Manager
Education Requirement: High School Diploma or equivalent
Experience Requirement: 1-2 Years of Experience
Position is: Non-Exempt, 36-38 hours per week as required by the organization

Job Summary:
Under the supervision of the Property Manager, the Maintenance Technician will work with other staff and volunteers to ensure proper maintenance and turnover of homes. This position will be responsible for assisting in all aspects of maintenance including preventative maintenance and damage repair. This job can be labor intensive and does require ability to load and unload heavy items.

Essential Job Duties

Housing (90% of time spent)
- Provide service and support during maintenance field visits.
- Support Property Manager in on site installation, repair, maintenance and other various tasks.
- Upkeep of all unit turnovers in a timely manner ensuring homes are maintained according to company standards.
- Sort and assess household inventory for missing items during turnover process.
- Collaborate with Operations team to access inventory items from warehouse during turnover.
- Maintain order and logistics throughout the homes.
- Assist with the execution of grant projects on the homes and other facilities as requested.
- Meet with Property Manager to address areas of concern with regard to homes and facilities.
- Monitor and inspect vacant properties to assure move-in readiness.
- Assist Property Manager to perform assigned maintenance tasks in a timely manner.
- Assist in the troubleshoot/repair/installation (including but not limited to) of Plumbing, Electrical, Painting, Drywall, Appliances, HVAC, Carpentry, Door knobs and locks.
- Maintain appropriate receipts and records as required.
- Assist Operations team with light maintenance as needed.
- Process, update and complete work orders through Rentec management portal.

Special Projects/Additional Duties as Assigned (10% of time spent)
- Support in donation drives, seasonal program assistance, and other various duties as assigned.

Job Qualifications:
- Must be 18 years or older.
- Prompt and regular attendance is required.
- Flexible schedule to occasionally work evenings and weekends as required.
- Must pass background check as required by law.
- Ability to lift up to 75 pounds and drive Families Forward vehicles.
- Must maintain a valid California Driver’s License with a clean driving record. State Mandated Vehicle Insurance is required.

Please send email to Elizabeth Childs, Director of HR at echilds@families-forward.org

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.
<table>
<thead>
<tr>
<th>Key Skills:</th>
<th>Comprehensive Expert with total knowledge; guides others</th>
<th>Advanced Fully trained; req. occasional assistance</th>
<th>Moderate General knowledge but not totally proficient</th>
<th>Basic Trainee with general understanding</th>
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<tbody>
<tr>
<td>Technical/Functional Expertise: Maintenance Skills</td>
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<td>Computer Software: Microsoft Office</td>
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<td>Interpersonal/Communication: Strong verbal &amp; written skills</td>
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<td>Clean Driving Record and Ability to Drive FF Vehicles</td>
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<tr>
<td>Valid CA Driver’s License</td>
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<tr>
<td>State Mandated Vehicle Insurance</td>
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**Technical/Functional Expertise:**
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**Technical/Functional Expertise:**
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**Work Environment/Requirements:** (time required in terms of an 8 hour workday)
Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

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<thead>
<tr>
<th>Basic Duties</th>
<th>O</th>
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<tbody>
<tr>
<td>Drive car</td>
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<td>Operate forklift</td>
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<td>Ride in car</td>
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<td>Travel</td>
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<tr>
<td>Use telephone</td>
<td>O</td>
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<tr>
<td>Type or use PC equipment</td>
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<tr>
<td>Sit at desk</td>
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<tr>
<th>Basic Functions</th>
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<tr>
<td>Kneel/bend/crouch/crawl/squat</td>
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<tr>
<td>Talk</td>
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<tr>
<td>Hear</td>
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<tr>
<td>Climb or balance</td>
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<tr>
<td>Reach with hands or arms</td>
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<td>F</td>
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<td>Reach above shoulder level</td>
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<tr>
<td>Stand or walk</td>
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<td>C</td>
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<tr>
<td>Use hands to finger/handle/feel</td>
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<td>F</td>
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<tr>
<td>Push/pull</td>
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<td>F</td>
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**Special Vision Requirement**
- Close vision (clear at 20 inches or less) C
- Distance vision (clear at 20 inches or more) C
- Color vision (identify & distinguish colors) C
- Peripheral vision (Observe up/down/left right) C
- Depth perception (3 D; judge distance) C
- Ability to adjust focus C

**Lifting/Carrying**
- Up to 25 lbs. F
- Up to 50 lbs. F
- Up to 100 lbs. F
- More than 100 lbs. O

**Work Environment**
- Wet, humid conditions (non-weather) F
- Work in high, precarious places F
- Fumes or airborne particles F
- Toxic or caustic chemicals F
- Outdoor weather conditions F
- Extreme cold (non-weather) F
- Extreme heat (non-weather) F
- Risk of electrical shock F
- Risk of radiation F
- Vibration F

**Work Hours**
- Physical presence during work hours O
- Weekends O
- Overtime O

Manager’s Approval ___________________________ Date ___________________________