



## **We are hiring!**

Providence Housing's mission is to strengthen families and communities by creating and providing access to quality affordable housing enriched by the availability of supportive services.

Providence Housing develops, finances, and manages affordable housing for seniors, individuals with special needs, and families. Providence Housing is a not-for-profit corporation affiliated with the Roman Catholic Diocese of Rochester, New York.

**Job Title-** Maintenance Technician

**Salary-** \$18-20/hr. depending on experience.

### **Primary Functions:**

Provide day-to-day janitorial and maintenance services to the assigned property.

### **SPECIFIC DUTIES:**

- Common area care includes lawn mowing, raking, weeding and hedge trimming. Snow removal from and salting of common areas (in season).
- Clean common areas according to maintenance calendar and approved procedures. Police area for trash and debris.
- Perform service requests and schedule outside technical staff, upon request, to make additions, changes, or repairs to building systems.
- Assist with scheduling, coordinating, and monitoring of the performance of laborers, vendors and contractors providing services on site as assigned by the Property Manager.
- Perform basic and intermediate skill assembly and maintenance tasks on plumbing and electrical components, window and door hardware, mechanical services, carpentry, painting, and drywall.
- Maintain an inventory of tools, equipment and supplies for the operation of the property. Place routine orders for supplies, from approved vendors, to maintain appropriate inventory.
- Periodic repainting and repairing of walls, doors, trim in common areas, vacant apartments, and exterior of building(s).
- Move packages, furniture and equipment as required. Use mechanical aids as appropriate for moving or lifting heavy or awkward loads.
- Respond to calls from the Property Manager or monitoring company for fire, security or other alarms or tenant emergencies at the property. Search, correct fault(s) and secure the building as required and report to Property Manager.



- Provide written reports of activities or other documentation to the Property Manager or others as required.
- Perform other related duties as determined by the Property Manager.
- Adhere to property maintenance schedule.
- Complete on-call services as scheduled.
- Attending periodic training for Fair Housing, HVAC, Building Systems, or other relevant topics.

### **KEY PERFORMANCE MEASURES**

- 100% compliance with fair housing regulations.
- Friendly, helpful, courteous interactions with tenants, vendors, and co-workers.
- 100% of scheduled preventative maintenance is completed monthly.
- Ensure that a minimum of 95% of work orders are completed within 24 hours.
- Ensure that apartment make readies do not exceed 4 days for apartments and 8 days for single family homes.
- Maintain properties to limit potential health and safety issues.
- Provide mentoring/training to Maintenance Assistant if applicable.

### **QUALIFICATIONS**

High school graduate. Trade specific training desirable

One or more years of building and ground maintenance experience.

### **SPECIAL REQUIREMENTS**

- Ability to ascend/descend stairs.
- Ability to lift, push and/or reach objects.
- Ability to stoop, kneel, bend, crouch and/or stand while performing duties.
- Ability to work with all levels of personnel.
- High energy level
- Ability to lift up to 75 lbs. without assistance
- Mechanical aptitude
- Reliable and insured transportation
- Valid NYS driver's license and driving record acceptable to agency.
- Openness to flexible schedule
- Good reading comprehension and writing skills.
- Good interpersonal skills to interact with tenants.
- Clean police record
- Drug free, substance free, lifestyle
- Honest
- Courteous



**What you will get:**

**Providence Housing offers a well-rounded and comprehensive benefits program:**

- Salary: Starting at \$18-20/ hour with additional compensation for relevant years of experience.
- Full-time, non-exempt position, working 35 hours per week. We believe in work-life balance!
- Paid Time Off: Accrue up to 10 days in the first year, 15 days after 1st Anniversary.
- Holidays: 12 paid holidays
- NY State Paid Sick Leave
- Agency Sick Leave
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Group and Term Life Insurance
- Short-Term Disability
- Long-Term Disability
- Supplemental Insurances
- Hospital
- Accident
- Auto
- Pet
- Specified Disease
- Flexible Spending Account
- Legal Plan
- Identity Plan
- Employee Assistance Program
- 403b Retirement Plan, with agency contribution for those that qualify (subject to agency performance)
- My Better Benefits – provides discounts and savings on thousands of products and services.

**Our hiring process and timeline:**

- Applications will be reviewed regularly until the position is filled.
- Phone screenings will be conducted with qualified candidates.



- In-person one-hour interviews will be conducted with candidates who advance after the phone screening.
- In-person interviews are typically with 2-4 Interviewers.
- Selected candidate(s) to start ASAP.

\*\*\*Catholic Charities is committed to leveraging the talent of a diverse workforce to create great opportunities for our agencies and our people. EOE/AA Disability/Vet