



POSITION TITLE: Property Maintenance Technician

REPORTS TO: Vice President of Construction

FLSA STATUS: Exempt

Hours: Full time

PRIMARY RESPONSIBILITIES:

Under the direction of the Vice President of Construction, the Property Maintenance Technician is responsible for ensuring the proper upkeep and functionality of Finance Fund's properties. The ideal candidate will have a strong background in maintenance tasks including repairs, inspections, and preventative maintenance. This role is essential to supporting the maintenance of Finance Fund's properties in excellent condition, and providing a safe and comfortable environment for our residents.

I. ESSENTIAL FUNCTIONS:

- Conduct routine inspections of properties to identify maintenance and repair needs.
- Perform repairs and maintenance tasks such as plumbing, electrical, HVAC, and carpentry work.
- Address resident maintenance requests promptly and effectively.
- Ensure that all safety and security measures are in place and functioning correctly.
- Maintain accurate records of maintenance activities and expenses.
- Collaborate with property management to prioritize and schedule maintenance tasks.
- Coordinate and supervise third party vendors as needed.
- Perform landscaping and groundskeeping duties as needed.
- Assist with property improvement projects and renovations.
- Procure and maintain necessary supplies and equipment.
- Maintain cleanliness and organization of maintenance areas.
- Adhere to all relevant safety and environmental policies and procedures.
- Other duties as assigned.

II. QUALIFICATIONS AND REQUIREMENTS:

- High school diploma.
- Strong knowledge of maintenance procedures and techniques.
- Basic understanding of electrical, plumbing, HVAC, and carpentry systems.
- Excellent problem-solving and communication skills.
- Willingness to be on call for emergencies.
- Valid driver's license and reliable transportation.
- Ability to lift heavy objects.
- Preferred Qualifications:
 - Relevant certification or trade school training.
 - Previous experience in property maintenance or construction
 - Knowledge of local building codes and regulations.

To apply for this position, please send a cover letter and resume to Suzette Berry, MBA, Vice President of Human Resources at Finance Fund at SBerry@FinanceFund.org