

## Maintenance Tech for Irvington Housing Authority

The Irvington Housing is searching for technicians that can and are willing to provide the services below...

- Assists and completes work orders generated from resident requests for service, as well as routine upkeep on the community by diagnosing the source or cause of the defect or problem, and making repairs in accordance with established policies, procedures, safety standards, and code requirements. 2. Oversees and completes the "make-ready" process to prepare vacant apartment homes for leasing and new move ins by completing the pre-move-out inspection, creating a "punch" list of maintenance work needed, scheduling vendors and contractors as needed, obtaining needed supplies and materials, completing all maintenance tasks, and inspecting completed work.
- Develops standards for the cleanliness and overall appearance of the community's grounds, amenities, building exteriors, market ready unit interiors, breezeways, curbs, signage, leasing office, central garbage areas, parking lots, and other buildings and common areas to ensure that they reflect and represent the high quality of the community and Irvington Housing Authority (IHA) standards.
- Periodically inspects work performed by other service team members to assess effectiveness of policies and procedures and develop corrective action plans as needed.
- Periodically inspects work performed by contractors, vendors, and other service providers to verify the work, materials and services meet quality standards, scope and specifications as required.
- Maintains adequate inventory of spare parts and maintenance materials and works with Property Manager to order supplies and tools as needed to stay within budgetary guidelines.
- Completes monthly preventative maintenance procedures as outlined in the Policy and Procedure Manual.
- Supports cost-cutting and expense control programs by fixing rather than replacing parts, when possible, not being wasteful with materials and supplies, and practicing the correct use for tools and equipment.
- Conducts regularly scheduled Management safety meetings, ensure all MSDS sheets are current and readily accessible, and keeps up to date on all OSHA and other safety related laws and requirements to ensure community compliance.
- Demonstrates customer services skills by treating residents and others with respect, answering questions from team and residents, responding sensitively to complaints about maintenance services, and assigned work orders with efficiency and urgency.

*Depending on the position offered, regular full-time and part-time team members may be eligible to participate in a bonus program in addition to their base salary*

*IHA will consider for employment qualified applicants with arrest and conviction records*

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IHA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. If you possess some of these skills, we encourage you to apply. We offer plentiful training to assist your growth.

For additional information, call (973) 375-2121 ext. 101

Job Type: Full-time