



HIPhousing
HHAV

Maintenance Technician

Why HIP Housing? HIP Housing is a highly respected nonprofit agency specializing in creative, affordable housing solutions throughout San Mateo County. Founded in 1972, HIP Housing benefits from exceptional staff, well-established programs, and financial stability. HIP Housing's programs are nationally recognized and have been highlighted in Newsweek, USA Today, Metropolitan Home, and on the Oprah Winfrey Show.

In July 2016, we launched HIP Housing Affordable Ventures, Inc., a new company affiliate of HIP Housing, to manage both the apartment properties owned by HIP Housing and those contracted to manage by 3rd party ownerships.

Our Team Our team includes a staff of 42 with an average tenure of 10 years and a diverse governing board of 18-20 Directors who assist in the advancement of HIP Housing's mission. We seek team members who embrace our mission and respect our commitment to our community and our staff.

Job Summary As part of HIP Housing's effort to provide affordable housing solutions in San Mateo County, we are seeking a dedicated, self-motivated, and skilled *Maintenance Technician* to join our team to manage 27 different apartment properties and homes located throughout San Mateo County.

Duties and Responsibilities

The *Maintenance Technician* is responsible, under the direction of the Maintenance Supervisor, for the overall maintenance in meeting the needs of the property. This would include a variety of tasks such as inspecting buildings, maintaining inventory, janitorial duties, and a wide range of repair jobs. This person will interface and work with company employees and outside contractors, and interact with residents and visitors.

Additional duties and responsibilities may include, but are not limited to:

Maintenance

- Prepare vacant units for occupancy by new households with painting, maintenance, and janitorial work.
- Complete all work orders in a timely and proficient manner (including plumbing, electrical, caulking, flooring, drywall, appliance repair, and painting); coordinate with the Maintenance Supervisor to maintain a preventive maintenance schedule.
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- Responsible for the general upkeep and cleanliness of the exterior of the buildings and the common areas.
- Complete the unit turnover repairs and unit make-ready work within five days of a vacancy.
- Respond to emergency calls during designated evening and weekend on-call hours.
- Inspect the property – both internal and external premises – on a regular basis for items/issues in need of repair and to ensure safe conditions all around.

Resident Relations

- Report all safety hazards or building problems to the Maintenance Supervisor within 24 hours of their discovery.
- Report all House-Rules violations to the Maintenance Supervisor.
- Perform work orders as directed.

Preferred Qualifications

- High school graduate or equivalent, preferred
- Minimum 3 years maintenance experience required; general repair experience required
- Must have basic knowledge of supplies, materials, and chemicals commonly used in the maintenance and repair of properties
- Must have knowledge and understanding of carpentry, electrical, plumbing, and HVAC systems
- Must be able to read English at a level sufficient to understand label instructions and warnings, write English at a level to write professional-looking notes to coworkers and residents, and speak English at a level to effectively communicate with residents, coworkers, and vendors
- Must have reliable transportation, with a valid CA driver's license and proof of insurance
- During the workday, the Maintenance Technician may be required to push or carry items up to 75 lbs frequently stoop, bend, squat, climb flights of stairs, and walk on uneven ground

Office Location

HIP Housing Property Management Office (HHAV)
1512 Stafford Street
Redwood City, CA 94063

Salary and Benefits

- Full-Time Position, Non-Exempt, At-Will
- The hourly range for this position is \$24.00-\$25.00
- Employer-paid Health, Vision, and Dental Insurance
- PTO/Paid Holidays/ Floating Holidays
- Matched Pension Plan (5%)

Please send a cover letter and resume to recruiting@hiphousing.org. The subject line should indicate **Maintenance Technician**. Open until filled.

HIP Housing is an Equal Opportunity Employer: Human Investment Project, Inc. is committed to a diverse and inclusive workplace. Human Investment Project, Inc. is an equal opportunity employer (EEO) and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or another legally protected status.