



Job Title:	Maintenance Assistant	
Position Type :	Part-Time Non-Exempt	
Direct Supervisor:	Property Manager	
Starting Salary Range:	\$12.50-\$14.49	For 20 hours per week

Job Description

Job Purpose:

Under close supervision, assist in the performance of a variety of entry-level and unskilled maintenance and restoration duties in assigned maintenance operations, which may include interior and exterior property break and fix repairs.

Duties:

GENERAL *Duties are illustrative and not inclusive and may vary with individual assignments.*

1. Performs preparatory work for maintenance activities, including gathering equipment, materials and supplies, loading and unloading materials, and laying out materials and equipment for projects.
2. Performs a variety of routine physical labor tasks, depending upon area of assignment, including but not limited to posting general notices, painting, removal and replacement of flooring, emptying trash bins and performing minor landscaping work.
3. Performs cleanup at the end of the day or when the job is completed, including picking up tools, spills, and debris, cleaning work areas and performing touch-up work as needed.
4. May be required to operate personal vehicle for pickup and delivery duties.
5. Work with community volunteers on job sites.
6. Administrative duties to support accurate time keeping, budgeting, and payments.
7. Performs other duties of a similar nature or level.

WORK ENVIRONMENT

1. Ensure that positive, collaborative internal and external relationships are fostered and maintained and that requests are responded to in a timely manner.
2. Ensure understanding and effective use of property maintenance tools.
3. Assist with supervising individual and group volunteers.
4. Understand and follow written and oral instructions.
5. Work independently or in a team situation.

CUSTOMER SERVICE

1. Maintain professional boundaries with all tenants, employees, vendors, contractors, and external customers.
2. Collaborate with Property Manager and staff to ensure that tenant concerns are appropriately addressed in a timely manner.
3. Ensure the delivery of great customer service to tenants.
4. Follow and enforce all fair housing and local landlord and tenant laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic knowledge of a wide variety of rental property maintenance.
2. Must possess strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions
3. Must be able to use basic hand and power tools and equipment.
4. Must be able to lift 50 pounds, climb ladder to heights of up to 12 feet above floor level, and work on your knees and under sinks and counters.



Homes First

Creating & Maintaining Safe, Healthy
& Affordable Rental Homes

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5. Clear understanding of the importance of confidentiality.
6. Ability to work cooperatively with a diverse group of people.
7. Ability to work well with volunteers.
8. Ability to represent Homes First by projecting qualities of enthusiasm, understanding, and flexibility.

QUALIFICATIONS:

REQUIRED	PREFERRED
1. Understand and commit to the Mission and Values of Homes First.	
2. High school diploma or equivalent.	Technical certifications or documented training in related field.
3. Minimum of one year in unskilled or skilled maintenance work.	<ul style="list-style-type: none"> • Basic household plumbing experience (faucets, sinks, toilet replacement) • Basic non-licensed electrical experience (replacing switches and outlets) • Laminate Floor installation • Internal & External Painting techniques and best practices
4. Own and legally operate a motor vehicle, including proof of a valid driver's license and automobile insurance.	
5. Comprehend and communicate in the English language, both orally and in writing.	Ability to also communicate in the Spanish language
6. Perform basic math and understand measurement systems used in the trade.	
7. Ability to use maintenance, trade, and testing equipment and tools.	
8. Interpret and understand maintenance instructions from supervisor.	
9. Work in a collaborative manner and in a team environment.	
10. Ability to effectively work with vendors, outside contractors, and volunteers.	

* The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Last Updated: 12.15.17

Equal Opportunity Employer

Homes First is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.