

Maintenance Technician

Full Time

Property Management

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

We are seeking a seasoned maintenance technician to conduct repairs and maintain housing units throughout Mercer County.

Essential Job Functions and Responsibilities:

- Provides client services through completion of work orders
- Repair and upkeep of facility and grounds
- Maintains adequate supplies and resources to enable completion of work orders
- Conducts inspections regularly to ensure completion and quality of completed work orders
- Manages schedule with work load/work orders/on-call rotation to ensure timely services to clients
- Participates in on-call rotation as required
- Provides weekly written report to Assistant Director according to established policies and procedures
- Increases technical skills through study of latest construction products and development
- Maintain cleanliness and reports maintenance/repairs of assigned vehicle as per company policies and procedures
- Performs other related duties as assigned

Job Competencies:

- Self-directed and accountable
- Strong planning, organizational and computer skills
- Strong communication skills – bilingual a plus
- Electrical, plumbing, hardware, flooring and apartment prep skills
- Strong painting skills
- HVAC skills a plus

Job Requirements:

- Must own basic construction tools
- Five years of experience in property maintenance and repair
- Valid driver's license and clean driving records
- High School Diploma or equivalent

Physical Demands and Work Environment

- Ability to lift and/or move a minimum of 40 lbs
- Climb several flights with appliances, tools and furniture
- Exposed to weather conditions prevalent at the time

HomeFront is proud to be an equal opportunity/affirmative action employer