



Maintenance Technician – Property Management

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Non-Exempt

Reporting to:

Property Management Supervisor

Compensation:

\$20/hr

Organization Overview

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission 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 work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective:

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

Essential Job Functions/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

Required 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

Minimum Requirements:

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

Travel:

Local travel will be required

Physical Demands:

- 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

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.