



Job Posting:

Maintenance Technician

New Neighborhoods is seeking an experienced affordable housing multifamily apartment Maintenance Technician for immediate openings based in Danbury and Stamford, Connecticut. Must have reliable transportation, a minimum of 5-years' experience in turning apartment units, and possess multiple technical skillsets in the following areas: electrical, plumbing, HVAC, carpentry, painting, flooring installation, landscaping, cleaning/janitorial, basic computer skills, cabinets & countertops, appliance repair, and/or REAC experience.

New Neighborhoods is a nonprofit affordable housing development, property management and resident-centered service organization. Since 1967, we have been committed to improving the quality of life in our towns and cities with affordable housing and social services that provide a safety net and springboard to economic self-sufficiency for families, veterans and retirees.

Job Summary:

The **Maintenance Technician** position is responsible for maintaining the physical integrity of his or her assigned property location(s). This involves insuring a safe, secure and comfortable living environment for residents, visitors and staff. The Maintenance Technician is responsible for the cleanliness of the property, inside and out, including landscaping, cleaning, and maintaining all physical features of the property as needed.

Job Responsibilities - Including but not limited to the following:

- Consistently provide residents, vendors and employees with the highest quality of service.
- Schedule and perform routine preventive maintenance on all appropriate equipment as directed by the Maintenance Director and/or Property Manager when needed.
- Continually monitor the condition of all apartments located throughout his or her assigned property location(s) and be ready to immediately initiate action to correct unsafe conditions; e.g., door lock repair and replacements, unclogging toilets and drains, replacing carpet, vinyl, wood and ceramic flooring, painting, replacing countertops, changing light fixtures and electrical fixtures, and any other necessary upgrades, replacements or repairs as needed.
- Sweeping, mopping, and vacuuming floors in communal areas, cleaning and sanitizing common areas including elevators, halls, garbage rooms, offices, community rooms, etc.
- Disposing of trash found in communal areas, garbage chutes, trash bins, transfer areas, etc.
- Ensuring that fire extinguishers, hydrants, alarms, and emergency exits remain in excellent working condition at all times.
- Unlocking apartments in instances where tenants have lost or forgotten their keys.



- Conduct all business in accordance with company policies and procedures as well as state and federal laws; e.g., OSHA, EPA, ADA, Fair Housing, REAC, etc.
- Inspect and maintain all tools to ensure that they are in good operating condition.
- Tracking inventory to ensure that you have adequate maintenance supplies.
- Provide assistance and coverage for Property Managers, Assistant Property Managers, or other New Neighborhoods personnel as needed during changes in workflow and personnel during vacations and/or other extended absences.
- Other duties as assigned by your supervisor or senior management as needed.

Education, Experience, Skills and Other Requirements:

- High School Diploma or equivalent
- A minimum of five years of prior experience as an apartment/maintenance technician.
- HVAC, electrical, plumbing or equivalent certification will be advantageous.
- Must have excellent computer skills as well as proficiency in the following software programs: RealPage, Yardi, Boston Post or other property management software.
- Proficient with Microsoft Word, video conferencing, email, laptops and/or iPad.
- Ability to work as part of a team and independently, manage time and prioritize projects.
- Physically capable of lifting 70 pounds unassisted.
- Ownership/access to an automobile and a valid driver's license required.
- Available to work on nights and weekends when needed, and available for "on-call" work
- Fluent in Spanish, or other foreign language preferred.

Job Locations

Stamford, Norwalk and/or Danbury as assigned.

Work Schedule

Full-Time, forty (40) hours per work week

Compensation Package:

Starting Wage is \$18.00/hour or more, depending on experience and qualifications

Benefits packages:

Vacation Pay, Personal Days, Holiday Pay, Sick Time, 401k, Health Care, Vision, Dental and Life.

E.O.E.

To apply send resume and cover letter to: jobs@newneighborhoods.org