



Job Description:

### **Maintenance Technician - Stamford**

New Neighborhoods is seeking an experienced affordable housing multifamily apartment Maintenance Technician for an immediate opening based in Stamford, Connecticut.

Must have reliable transportation, a minimum of 3-years' experience in turning apartment units and possess multiple technical skillsets in some 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.
- Maintaining the property grounds, landscaping, snow removal, parking lot, garbage bins, etc.
- Disposing of trash found in communal areas, garbage chutes, trash bins, transfer areas, etc.
- Ensuring that fire extinguishers, hydrants, alarms, and emergency exits always remain in excellent working condition.



- 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, CMRP, Electrical, Plumbing, or equivalent certifications 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 or 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 a plus.

### **Job Locations**

Stamford and/or other Fairfield County locations as assigned.

### **Work Schedule**

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

### **Compensation Package:**

Starting Wage \$18.00-\$20.00/hour, depending on experience, qualifications, and certifications.

### **Benefits packages:**

Generous Paid Time Off and 401k programs, Health Care, Vision, Dental & Life Ins.

### **E.O.E.**

**To apply send resume and cover letter to: [jobs@newneighborhoods.org](mailto:jobs@newneighborhoods.org)**