



Job Posting:

**MAINTENAINCE TECHNICIAN**

**Starting Wage \$18.00-\$21.00/Hour**

New Neighborhoods is seeking experienced affordable housing multifamily apartment **Maintenance Technicians** for immediate openings in **Stamford, CT Area**, and the **Danbury/New Milford Area**.

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.

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New Neighborhoods is a non-profit, affordable housing provider that is building hope and opportunity through development and management of quality affordable housing and resident-centered services. Since 1967, New Neighborhoods has been committed to improving the quality of life in communities with affordable housing and services that provide a safety net and springboard to economic self-sufficiency for families, veterans, and seniors throughout Connecticut.

**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.
- Responding to work orders on a priority basis, handling all tenant requests that relate only to a specific problem, solving maintenance issues, keeping record of such repairs, and reporting to the Property Manager and Operations Director as assigned.
- 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 all forms of flooring, painting, replacing countertops, changing light fixtures and electrical



- fixtures, and any other necessary upgrades, replacements or repairs as needed.
- Ordering parts and supplies as needed and managing the maintenance parts inventory.
  - Operating maintenance program to preserve mechanical, electrical, and plumbing systems.
  - Property janitorial duties, including 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, parking lot, garbage bins, 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.
  - Assisting 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-\$21.00/hour**, depending on experience, qualifications, and certifications.



**Benefits Package:**

An attractive Paid Time-Off Program, paid Holidays, affordable Health Care, Vision & Dental Options, a generous 401(k) Retirement Plan, and Life Insurance & Long-term Disability provided by the company.

**E.O.E.**

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