



DATE:		POSITION	MAINTENANCE TECHNICIAN II	
INCUMBENT		SUPERVISOR	DIRECTOR PROPERTY MANAGEMENT	
DEPARTMENT	PROPERTY MANAGEMENT		FLSA STATUS	NON-EXEMPT

POSITION PURPOSE
Under the direction of the Director of Property Management and the Property Management Manager this position is responsible for the care and upkeep of STF and ARM facilities. Provides direction and supervision for workers or contractors involved in maintenance and repair work of all STF properties in the absence of Property Management Supervisors

MINIMUM QUALIFICATIONS
<ul style="list-style-type: none"> • High school diploma or GED required. • Possess a minimum of 2 years of experience in property maintenance • HVAC certification required. • Demonstrated proficiency in Microsoft Office Suite including Word, Excel, and Outlook. • Some experience in the non-profit sector is preferred. • Be able to proficiently speak, read and write the English language. • Demonstrated verbal and written communication skills. • Demonstrate excellent interpersonal communication skills. • Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required • Be 25 years of age or older for liability insurance requirements. • Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card. • Eligible to work in the United States of America

OTHER KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona. • Be a self-starter with excellent time management skills. • Possess a collaborative way of working. • Behave professionally in manner and appearance. • Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics. • Maintain strict confidentiality. • Be consistently organized and flexible.

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> Performing and ensuring that all work orders are completed in the time allotted.
<ul style="list-style-type: none"> Assisting with rehabilitation of housing units within specified turnaround guidelines, including proficiency of specialty projects, i.e. drywall, HVAC, plumbing, electrical, etc.
<ul style="list-style-type: none"> Performing preventive maintenance and inspections of housing units and administration buildings.
<ul style="list-style-type: none"> Assisting property managers in daily duties, including correspondence with staff, clients, landlords and vendors.
<ul style="list-style-type: none"> Ensuring all STF properties are maintained and in acceptable condition including interiors, exteriors and landscaping.
<ul style="list-style-type: none"> Stocking and maintaining Property Management shop area .
<ul style="list-style-type: none"> Sharing emergency pager rotation with Maintenance Technicians.
<ul style="list-style-type: none"> Assisting with volunteer projects as needed.
<ul style="list-style-type: none"> Maintaining rotation and changing of locks of housing units.
<ul style="list-style-type: none"> Performing move-in and move-out inspections of housing units as needed.
<ul style="list-style-type: none"> Assume Assistant Property Manager's duties in his/her absence.
<ul style="list-style-type: none"> Schedule is subject to change and may include Saturdays and/or varied work hours.
<ul style="list-style-type: none"> Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
<ul style="list-style-type: none"> Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> Adhere to STF and ARM policies and procedures.

SUPERVISORY RESPONSIBILITIES
None

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to sit in vehicles to drive to residential sites multiple times a day.
Walk	Move, traverse	The person in this position needs to frequently walk to and from residential sites, office and warehouse.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates and maintains tools and equipment
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	Frequently ascends/descends a ladder and stairs to service residential sites.
Stoop, kneel, crouch, or crawl	Position self (to), Move	Frequently positions self to repair and replace equipment, plumbing, etc. in residential sites
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate with clients, staff and the public .
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe,	Must constantly read, type, repair and view.

	Inspect, Estimate, Assess	
Taste/Smell	Detect, Distinguish, Determine	Frequently must be able to distinguish burning, mold, animal waste and other odors.
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 50 pounds.
Exposure to elements	Exposed, Work around	Frequently works in heat and sunlight

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

SIGNATURES

ACKNOWLEDGEMENT

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

Incumbent:

Date:

APPROVAL

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

Supervisor:

Date:

CERTIFICATION

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

CEO:

Date: