



**FOR IMMEDIATE POSTING:**

<b>Job Title: Property Maintenance Technician</b>	<b>Job Classification: Non-exempt</b>
<b>Department: Housing /Facilities</b>	<b>Reports To: Director of Operations, Housing and Facilities</b>

**Position Overview**

The Friends For Life Corporation Property Maintenance Technician will be responsible for safely maintaining the physical condition and daily appearance of all agency properties. Agency properties include 43 Cleveland, 28 North Claybrook and 35 North Claybrook and any additional properties owned and or operated by Friends For Life.

**Essential Job Functions**

Perform, with good workmanship, all assigned maintenance projects in a timely manner, Perform electrical repairs such as outlets, wall switches, and light fixtures, circuits, ceiling fixtures, and ceiling fans, Perform plumbing work, such as cleaning pipe clogs, replacing fittings, stopping leaks. Repairing or replacing toilets, hot water heaters, kitchen and bathroom faucets, and feed lines, P-traps, washers, seats and stems, Perform HVAC services such as cleaning condenser units, changing filters, repairing or replacing thermostats, Repair or replace as necessary, glass, tile, carpet, fixtures, blinds, locks, doorknobs, and hinges, Paint interior surfaces as directed, Perform carpentry work as directed, Make minor concrete and masonry repairs as directed, Responsibility for proper usage of maintenance material and stock control, reporting possibility of shortages to supervisor before depletion, Carry out preventative maintenance for all agency properties according to established PM schedules. (Monthly, quarterly, semi-annual and annual), Assist as requested with regular inspections, reporting all violations, discrepancies and damage, including those incurred in contract services, during scheduled building checks, apartment move outs and move-ins and regular work routine, Ensure that all maintenance has been performed to prevent failure of Section 8 inspections or other Code inspections, Perform minor refurbishment of vacant S+C apartments prior to occupancy, Complete service repairs requested by residents of S+C apartments, Perform weekly plumbing inspections in all units of S+C care apartments, Maintain community grounds, common areas and parking lots of all FFL properties, Provide supervision to all outsourced contractors performing work on agency properties, Have working knowledge of all utility and alarm cutoffs and clean outs, Follow agency bidding protocol for work that has to be outsourced, Keep accurate records on maintenance request forms noting date and time completed and any unusual incidents regarding maintenance requests, Submit on a daily basis completed maintenance request forms, Maintain and secure all general area supply rooms, Have proper insured transportation, available for carrying out requested work on a timely basis, Ensure compliance with standard safety programs and procedures, Insure that all agency facilities and properties are locked and secure to prevent loss of agency resources.

**Requirements**

Must have high school diploma or GED, Must have general knowledge of plumbing, electrical, HVAC, carpentry and painting, Must have a valid driver’s license, own transportation and proof of liability insurance, Must have excellent organizational and recordkeeping skills, Must be able to multitask in a fast pace environment, Must be able to complete assignments with little direct supervision, Must be knowledgeable and skilled in the safe use of hand tools and small power tools, Must comply with all OSHA and company safety policies at all times, Must have own basic tools, Other duties as assigned

**Other Skills/Abilities**

Basic knowledge of computers to be able to access e-mail and enter reports, The ability to communicate effectively, Must be able to work well with all types of people, Attention to detail is important, The ability to work well in a fast pace environment.

**Physical Demands**

Extended periods of walking and standing, Ability to climb stairs, The ability to lift up to 50 lbs as needed, Must have manual and dexterity coordination

**Contact Information and Procedure:**

Mail, fax or e-mail [application](#) and [resume](#) along with a cover letter highlighting in detail skills and experience as well as salary requirements (do not simply say “negotiable”). [Applications](#) can be obtained at the FFL office or at [www.friendsforlifecorp.org/employment.htm](http://www.friendsforlifecorp.org/employment.htm). Email applications in Word or Adobe only. Candidates will be selected for interviews on the basis of materials provided. Not all candidates will necessarily receive an interview.

**Deadline for applications is: OPEN UNTIL FILLED, but priority will be given to those applications received by January 5, 2009.**

Send application materials to:

Email: [gina.fortner@friendsforlifecorp.org](mailto:gina.fortner@friendsforlifecorp.org)

Mail: Human Resources

Friends For Life, 43 N. Cleveland St., Memphis, TN 38104

Fax: 901-272-7458

***\*Position contingent upon continued grant funding- EEO/AA/Drug-Free Workplace***