

Maintenance Technician
Jewish Collaborative Services
Shalom /Shalom II Apartments

Full-time Warwick, RI

40 hours-per-week position Monday through Friday 8:00 am to 4:00 pm.

Basic Function: The maintenance technician is responsible for the completion of preventative and routine service requests and apartment turns per multifamily housing industry standards. This individual offers exceptional customer service to residents and assistance to on-site vendors. This position requires flexibility for on call emergency maintenance rotation and inclement weather clean up response. This role provides facilities maintenance support to the Maintenance Supervisor and Facilities Superintendent.

Responsibilities:

Maintenance

- Complete resident service requests per industry standard and facilities maintenance procedures.
- Complete position related resident supportive services requests such as, hanging pictures, installing shelves, assembling, or removing of furniture.
- Complete apartment turns per industry standard and facilities maintenance procedures.
- Accompany on-site vendors during routine or repair calls, when applicable.
- Assist maintenance supervisor as needed with position related tasks.

On Call

- Provide emergency maintenance response during non-business hours on rotating schedule.
- Provide inclement weather response such as snow removal during non-business hours on as needed basis.

Statement of Relation: This position reports to the Maintenance Supervisor of Shalom/Shalom II Apartments.

Statement of Authority: Service Requests and Apartment Make-Ready procedures

Qualifications: The maintenance technician must possess the skills necessary to complete plumbing, electrical, appliance, carpentry, and painting repairs in apartments. Ability to independently manage assigned tasks while working alongside supervisor and team members. Follow safe working practices and complete quality work in an efficient manner. An ideal candidate will have 3-5 years' experience in multi-family housing maintenance and understanding of site mechanical systems, i.e., boilers and elevators to assist vendors in routine maintenance or repairs. Shalom /Shalom II Apartments provides affordable housing with supportive services for low-income seniors in our community. This individual must have a caring and helpful spirit in line with the mission of our agency, Jewish Collaborative Services. This position will provide

additional supportive assistance to our current residents beyond facilities preventive and routine maintenance requests.

Classification: Hourly support staff

Please send cover letter and resume to rachael@jfsri.org

Shalom is a community of Jewish Collaborative Services. Jewish Collaborative Services (JCS) was established in 2018 through the union of two of Rhode Island's leading agencies, Jewish Family Service of RI (JFSRI) and Jewish Seniors Agency of RI (JSARI). JCS is a comprehensive, solutions-oriented resource which helps individuals and families facing physical, emotional, housing, nutrition and other challenges get the services they need to recover and thrive. We offer a full-spectrum of social services including aging and wellness programs, assisted living, support for caregivers, affordable housing for seniors and the mobility impaired, counseling services for children and adults, food and nutrition programs, adoption services and more. JCS offers competitive salaries and a full range of benefits.

EOE