NOTICE OF JOB POSITION OPENING

Date Posted: 9/24/2021

POSITION TITLE: Maintenance Technician
LOCATION: 517 S 16th St McAllen TX 78501
REPORTS TO: Real Estate Services Director
PAY RANGE: Pay Grade A ($22,880 - $32,760)

PRIMARY PURPOSE:

Responsible for conducting general maintenance and repairs on rental property equipment and property. Reports to TuCasa Investment, Inc. entities managed by Director of Real Estate Services (Esperanza RGV Real Estate, LLC; Framework Homes, LLC; Neighborhood Alliance Management, LLC; RGV Tierra, LLC), Real Estate Office Manager and/or Property Manager.

RESPONSIBILITIES:

1. Physically walk and inspects property on a daily basis.
2. Responds quickly in the event of an emergency, notify appropriate personnel and follow safety protocol.
3. Helps to maintain heating and plumbing systems to ensure functionality.
4. Inspect alarm systems such as carbon dioxide and fire protection and quickly schedule repairs when needed with Property manager.
5. Undertake activities of pest control such as spraying insecticide, as allowed.
6. Consistently and effectively communicates with the Property Manager.
7. Maintains relationships with residents, associates and vendors on a professional level at all times.
8. Assist with ensuring quarterly inspections are performed and logged in accordance with city and state codes.
9. Assists with make readies as needed.
10. Engages in painting and performing minor repairs to walls, stoves, plumbing and electrical.
11. Assists in requisitioning tools, equipment, and supplies.
12. Assist roles of assist to property manager when needed.
13. Begins daily work quickly and independently with a focus on timely completion of tasks and activities.
14. Inspects completed work for conformance to specifications and company standards.
15. Coordinates repairs that require outside contractors by preparing the specifications of the work needed, soliciting bids and presenting repair bids to supervisor for approval.
16. Attends all team meetings held by the property manager and the director of real estate services.
17. Follows all schedules as set by the Property Manager and the Real Estate Office Manager.

18. Other Duties: (as needed/assigned) * Assist colleagues, Property Manager, and employees as needed.
19. Assist in the development and implementation of preventative maintenance plans for the property.
20. Assist in Property Evaluations and site visits.
21. Facilitate and coordinate with AHSTI maintenance, construction and other departments to provide assistance as needed.

EDUCATION/CERTIFICATION/EXPERIENCE:
1. High School Diploma or GED
2. 2+ years in an off-site property maintenance role

RELEVANT LICENSES/CERTIFICATIONS:
1. Driver's License (Preferred)
2. HVAC Certification (Preferred)

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
1. Fluent in English; Spanish speaking preferred in both written and verbal styles
2. Typing and data entry skills.
3. Ability to use a 10-key calculator acutely by touch

This job will be 30% in office setting and 70% in the field conducting daily repairs and maintenance to a few cities and locations.

Complete online application at [www.ahsti.org][Select Careers]. Questions? Email [careers@ahsti.org]

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