



Job Announcement

Railton Place

Job # 10-5555SF

Position Title: Lead Maintenance/Grounds Person **Posting Date:** July 21, 2010
Property Name and City: Railton Place, San Francisco
Position Type: Temporary-Full Time, Nonexempt, Monday thru Friday, 40 hours per week
Compensation: Commensurate with experience

PROPERTY SUMMARY:

Railton Place is a new property which opened in September 2008. It was built by The Salvation Army to house 110 single adults and youth. It shares a site with the new state of the art Kroc Family Recreation Center which will be available for a \$5 membership fee to all employees of Railton Place.

SUMMARY OF THE POSITION:

The Lead Maintenance/Grounds Person performs a wide variety of maintenance duties including preventive, corrective, emergency, cosmetic and routine maintenance. The Lead Maintenance/Grounds person will also be responsible for the daily janitorial duties of the site. This person must have the ability to initiate work, think critically, communicate clearly with staff, and prioritize diverse work activities. Nature of work requires sustained physical effort in performing assigned task.

DUTIES & RESPONSIBILITIES:

- Develop and maintain inventory control of all supplies and equipment.
- Schedule and respond to work orders and will advise Property Manager on progress and if same day response is not possible. Sign off on work orders daily.
- Conduct unit inspections of vacant units with the Manager and prepare work orders for renovation. Schedule renovation work assignments, inspect all work, and advise Manager of completion date. Unit turnover will be done in a timely fashion.
- Complete all work orders arising from any agency site inspection.
- Obtain proposals and coordinate with contractors and vendors to complete any work orders beyond the capacity of site staff.
- Repair or arrange for repair of any malfunctioning or broken equipment, system, or building component.
- Clean all common areas on a daily basis.
- Perform all other duties as assigned by the Supervisor.

QUALIFICATIONS:

- A minimum of two years of experience performing the above maintenance tasks in an apartment development or comparable position.
- A minimum of 2 years experience performing janitorial work.
- Ability to make minor repairs or replacement of sink, tub, shower, water heaters, toilets and bib hoses.
- Repair and trouble shoot heaters and electrical problems.
- Repair or replace exterior/interior doors, repair and hang sheetrock, including taping, texturing and finishing.
- Repair or replace floor tiles and subflooring.
- Ability to read, write and communicate orally in English required.

Send Resumes To: **Georgette Brown**
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