

# St. Albert Priory

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5890 Birch Court, Oakland, CA 94618  
510-596-1800

## Maintenance Technician Job Description

### Purpose and Scope

The Maintenance Technician is a full-time position reporting directly to the Director of Operations, whose vision he or she enacts. Specific duties and responsibilities associated with the position are included below.

### Job Duties and Responsibilities

Maintenance Technician will be responsible, under the direction of the Director of Operations for the overall maintenance of St. Alberts Priory and all areas related to the day-to-day maintenance operations of the community.

Essential duties include but are not limited to:

1. Installing, repairing and maintaining light electrical, plumbing, carpentry, masonry and painting projects
2. Repairing and treating structures such as showers, sinks, appliances, doors/cabinets, walls and building exteriors
3. Making ready units for new residents and guests
4. Having a working knowledge of heating systems and be able to maintain and repair heating systems
5. Scheduling and completing preventative maintenance program
6. Completing grounds work such as: grounds pick up, sweeping and light landscaping
7. Coordinating special projects as directed

### Job Requirements

Maintenance Technician must maintain a professional and courteous manner with residents, visitors, contractors and fellow employees. Maintenance Technician must have the necessary skills to effectively complete tasks outlined above. One must have the ability to follow oral and written instructions and be able to maintain effective and cooperative working relationships.

### Education/Qualification

High School Diploma or GED Required

Valid Driver's License and Reliable Transportation Required

***Please submit cover letter and resume in pdf format via email. No phone calls please.  
sap.office@opwest.org***

## Additional Information

Skills for this position include:

1. **Plumbing:** includes the repair, replacement or installation of faucets, pipes, hot water tanks, toilets, garbage disposals, dishwashers, water-dispensing refrigerators, and washing machines.
2. **Electrical:** includes the repair, replacement or installation of power switches, fuses, wall sockets, ceiling lights, ceiling fans, climate control systems, and garage doors openers.
3. **Drywall repair:** includes filling in small holes caused by nails and minor dings from normal wear and tear most commonly performed between the time a tenant vacates a unit and a new renter assumes occupancy.
4. **Painting:** includes minor touch-ups following damage repair and new coats of paint applied to unit walls between the time a resident or guest vacates a unit and a new resident or guest assumes occupancy.
5. **Grounds keeping:** includes mowing grass, pulling weeds, trimming and pruning trees and shrubs, watering lawns and plants, replacing light bulbs along pathways and parking areas, sweeping or raking leaves, and tidying up bark or other ground covering.
6. **Cleaning/housekeeping:** includes maintaining a tidy appearance in shared community locations, also includes cleaning fixtures, floors and other surfaces in vacated units before new residents assume occupancy.
7. **Customer service:** includes professional, prompt and courteous correspondence with residents and guests when scheduling and providing maintenance services, and with contracted vendors that provide additional facility services.
8. **Time management:** includes maintaining an organized scheduling and tracking system, usually on a computer, to effectively complete all maintenance requests in a timely manner and in the order by which they were received or by level of urgency.