



Job Description Maintenance

Responsibilities

- Oversee all repairs and installation activities for Kadima's properties and the Charfoos Building.
 - At present, this includes 21 single-family homes, 4 apartment-style condos and a 19,000 sq. ft. administrative building.
- Carryout general maintenance and light repairs that may not require a specialized technician.
- Facilitate office/residential moves (e.g., moving client furnishings, belongings from one location to another).
- Train home staff and clients (when possible) to handle minor repairs/issues on their own (e.g., change batteries in smoke detectors, plunge toilets, replace air filters, etc.).
- Identify and ensure implementation of all repairs.
- Carry out, document and report inspections of Kadima properties to identify and resolve issues.
 - This should include regular inspections of each property.
- General plumbing and electrical repairs.
- Respond to residents' and management request for maintenance services.
- Monitor equipment and supply inventory.
- Manage relationships with contractors and service providers.
- Maintain vehicle fleet, including tracking maintenance and repairs.
- Keep logs and report on procedures and daily activities.
- Ensure health and safety inspections to prevent risks.
- Follow Kadima mission statement, core values and Employee Handbook.
- Perform any additional duties as assigned.

Qualifications

- Minimum high school diploma.
- Proven experience with property management.
- Knowledgeable "handyman/woman."
- Experience in project management systems.
- Working knowledge of facilities machines and equipment.
- Must be comfortable working with people with psychological disabilities
 - Prior experience working with people with mental health challenges is a plus

Reports to

- Executive Director
- Full-time, non-exempt position