



## Job Announcement

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services.

Currently there is an opening for a full-time Maintenance Technician who will work with the department team to promote efficient facilities operations and assist in establishing and maintaining a high level of satisfaction and community pride through the SCIDpda's services and programs.

**Essential Duties:** Include the following; other duties may be assigned depending upon project, client or workflow needs. All activities are to be carried out in full accordance with the Rental Management and Maintenance Service Program Policies.

- Perform all maintenance and repair needs as directed by the Property Manager
- Accurately, legibly and completely report all time, activities and supplies spent on maintenance or repair activities both verbally and via work orders/maintenance management system
- Complete all maintenance or repair activities to SCIDpda and industry standards
- Maintain all work areas in a clean and safe condition at all times; notify Property Manager immediately of any unsafe or potentially hazardous condition(s)
- Work cooperatively with SCIDpda staff and residents when making repairs
- Maintain in good working order all SCIDpda equipment, tools and property
- With supervisor's approval, order maintenance supplies and other inventories needed for repair
- Maintain equipment and supply records as directed
- Maintain shop areas in a clean, safe, orderly and organized condition
- Share responsibility and rotate with other maintenance staff in responding to emergency calls after hours
- Contact outside professionals with supervisor's approval
- Know the locations and operation of all domestic water, hydronic heating, gas shut-off valves, fire sprinkler valves and drains, and fire alarm system
- Know the location of the elevator rooms
- Perform other duties as assigned

**Supervisory Responsibilities:** None

**Qualifications:**

- Ability to speak, read and write in English
- Valid Washington State Driver's License, clean driving record and insurable
- Minimal computer skills required

**Knowledge, Skills, and Abilities:** Experience working with a wide variety of people. Knowledge of standard office procedures.

- General experience in and ability to perform basic plumbing, wall repair, lock repair, electrical, carpentry and painting
- The ability to move up to 60 pounds, walk stairs, climb ladders, operate power tools and other generally accepted maintenance/repair tools and office equipment
- Keep accurate records and perform basic mathematical computations
- Follow instructions accurately and problem solve effectively
- Initiate and complete work independently
- Work and communicate effectively with a diverse population, both clients and staff
- Keep residents' information confidential; respect residents' rights and privacy
- Ability to work with deadline pressures and customer service needs
- Organize and utilize time appropriately
- Attention to detail.

**Education & Experience:** Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.

**Licenses or Certificates:** None

**Physical Demands / Working Conditions:** The physical demands here are representative of those that must be met by an employee in a maintenance environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Constant – hearing or taking in auditory information, seeing or taking in visual information.

Frequent – standing, moving over a variety of surfaces, driving, operating vehicle controls, exposure to whole body vibrations (as when driving), lifting and carrying up to 10 pounds, climbing stairs, reaching (from knees to shoulders), repetitive hand motion, handling/grasping, fine finger manipulation, talking.

Occasional – sitting, lifting and carrying up to 20 pounds, pushing/pulling, climbing ladders, working at heights, bending at the waist, twisting at the waist, crouching, kneeling/squatting, reaching (below knees and above shoulders), repetitive arm motion, using foot controls, operating power tools (including upper body vibrations and excessive noise level).

Seldom – crawling, lifting and carrying up to 60 pounds.

Work Environment – Maintenance Technicians work at a variety of job sites accessible by walking, minimal driving required. Whole body vibrations are present when driving. Upper extremity vibrations are present with some power tools. Excessive noise level is present with some power tools and appropriate safety is available and must be used when required. Most of the work sites have stairs and elevators. Working with power and hand tools, possibility of electric shock and exposure to chemicals, solvents and paint can be potential hazards of the job. The SCIDpda Safety Committee and Administrative staffs monitor operations for potential hazards. Employees must bring all actual or potential hazards immediately to the attention of the program administrator and/or the supervisor.

This position description generally describes the principal functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.