

## SOUTHERN ARIZONA AIDS FOUNDATION

### MAINTENANCE TECHNICIAN JOB DESCRIPTION

Scope of Work: The Maintenance Technician performs routine repairs and maintenance on the apartment units owned by SAAF. The Maintenance Technician is a full-time (40 hours/week), non-exempt position and will require occasional evening and weekend assignments.

#### **Functional Responsibilities:**

- Performs maintenance utilizing work order system, tasks including but not limited to, painting, rough carpentry and sheet rock repair, evaporative cooler, A/C and furnace servicing, electrical and plumbing repair, window and screen repairs, and other duties as assigned, work to be completed in a timely manner.
- Assists in renovating units between tenants, including necessary repairs and cleaning.
- Assists the Housing Maintenance Coordinator in overseeing work performed by contractors, including, but not limited to, renovation projects, swimming pool repairs, pest control services, landscape maintenance.
- Assists the Housing Maintenance Coordinator in monitoring the security of all properties.
- Carries a mobile phone to facilitate routine communication and efficient emergency response, when necessary.
- Generates work orders when requested by residents for repairs or maintenance issues.
- Communicates with residents and staff in a respectful, confidential, and professional manner.
- Maintains stock room and maintenance supplies.
- Reports to the Housing Maintenance Coordinator.

#### **Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Residential property maintenance experience and/or experience in specific trades, such as, plumbing, electrical, carpentry.
- Good interpersonal skills; sensitivity to cultural and personal diversity.
- Demonstrated ability to work independently.
- Ability to lift up to 50 pounds, with or without reasonable accommodation, to include, but

not limited to, lifting to/from auto to a cart, dolly, vehicle or shelf : occasional lifting above 50 pounds, to only be done with accommodation, in the form of another person or supportive equipment such as a back brace or dolly.

- Ability to climb 2-story ladders.
- Must have a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Must provide own hand tools.

**Preferred Qualifications:**

- Experience working in a non-profit environment.
- Pima County Health Department Swimming Pool Operator's Certification (which can be obtained with SAAF's financial support following employment if not already in place).
- HVAC Certified. (which can be obtained with SAAF's financial support following employment if not already in place)
- Experience working with volunteers.
- High school diploma or equivalent.
- Bilingual English/Spanish.

**Compensation:** Minimum rate of pay \$15.00/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To Apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

**Start Date:** As soon as possible.