

Villages of Westcreek Owners Association, Inc – Maintenance Technician

Full Job Description

Villages of Westcreek Owners Association, Inc. (VWOA) is currently seeking a Part-Time, Maintenance Technician for our facilities on the Far Northwest side of San Antonio. We are a Homeowners Association (HOA) and manage a community of 3400 homes with 2 pools, 2 tennis courts, walking trails, a sports park, and several utility easements.

We are seeking a skilled Technician who can:

Support our Community Manager (and staff) with some light plumbing repairs, electrical repairs, painting, mowing, tree trimming, replacing items as needed, and working/meeting with vendors, when larger items are required, to obtain proposals. Once the board has voted on those items/proposals, meeting with those vendors to oversee work until completion and reporting back to the Community Manager, with any concerns.

Background:

We are seeking an individual who has a strong background in maintenance in larger communities – such as an Apartment Complex, Mobile-Home Community, or Facilities Maintenance.

Licensed Plumber (desired – but not required)
Licensed Electrician (desired – but not required)
HVAC (desired – but not required)

Required Skills:

- A Positive, can-do attitude.
- Experience managing vendor contracts.
- Clean & Organized in your workspace.
- Friendly.
- Energetic & Eager to learn new skills.
- Problem Solver.
- Team-Player.
- Attention to detail.

Compensation:

\$15 - \$18 per hour, depending on experience.

Schedule:

- Monday – Friday
- Possible Weekends (as needed)
- Dayshift (usually 8-2 or 9-3) may change as business needs dictate.
- 25-30 hours per week

Work Location:

12395 Military Drive West – San Antonio, Texas 78253

VWOA is an Equal Opportunity Employer. We are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

We apply this policy to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff(s), recall, leave-of-absence, compensation, benefits, training, and/or apprenticeship. *Villages of Westcreek Owners Association, Inc.* (**VWOA**) makes all hiring decisions based solely on qualifications, merit, and business needs.