

# Building Maintenance Person

## **SUMMARY:**

In the 85-unit El Cortez condominium complex located in downtown San Diego, perform common area maintenance and repairs of the general equipment to include common area plumbing, HVAC and general building maintenance.

## **ACCOUNTABILITIES:**

- Overall building and grounds maintenance
- Respond to emergency calls evaluating damages and taking necessary steps to protect the property
- Minor mechanical repairs
- Basic plumbing repairs and installations
- Drywall installation, painting, basic electrical work, etc.
- Basic carpenter work
- Troubleshoot, maintain and repair all low voltage electrical equipment
- Landscape and interior plant maintenance
- Maintain swimming pool
- Perform move-in, move-out inspections as required
- Perform monthly common area property and equipment inspections and reporting
- Perform complex corrective and preventive maintenance tasks.
- Respond to after hours emergency calls from the building
- Implement the building's common area reactive and preventive maintenance plans
- Observe, reports and/or remediate safety matters.
- Contact vendors/contractors to solicit cost estimates, references, etc.
- Maintain an inventory of supplies, parts and stock.
- Review invoices audit for accuracy and process for payment
- Interacts professionally with building management and Home Owners Board in planning corrective actions.
- Supervise janitorial responsibilities
- Supervise additional maintenance employees if required
- Other related duties as assigned

## **QUALIFICATIONS:**

- High School diploma or equivalent
- 4-5 years experience in facilities or maintenance related capacity.
- Basic computer skills preferred (use MS Office at an intermediate level)
- Ability to accurately read and record information.
- Basic math skills
- Ability to read blueprints
- Ability to use a wide range of hand and power tools is required
- Expertise in a trade such as painting, carpentry, plumbing, etc.
- HVAC and Mechanical certifications preferred
- Excellent troubleshooting ability
- Ability to lift, push, pull, or carry up to 50 lbs. and climb ladders and work in high places

Salary: Commensurate with Experience

Position Type: Full Time