

Maintenance Mechanic I

Position Summary:

Under the direction of the Maintenance Supervisor, the Maintenance Mechanic I performs a wide range of maintenance, repair, and preventive tasks across building systems and facilities. This includes work in carpentry, masonry, tile setting, plumbing, electrical, heating, appliance repair, janitorial duties, and general upkeep of residential properties in accordance with U.S. Department of Housing and Urban Development (HUD) standards.

Key Responsibilities:

- Participate in an on-call rotation and respond to after-hours and weekend emergencies.
- Perform repairs involving carpentry, sheetrock, doors, plaster, painting, tile, roofing, and window glass.
- Conduct plumbing repairs including leaks, clogs, and component replacement (PVC, copper, and iron piping).
- Complete basic electrical tasks (replace switches, outlets, fixtures, fuses, smoke/carbon detectors).
- Maintain and repair appliances and mechanical systems (blowers, motors, regulators).
- Operate snow removal and landscaping equipment, including shovels, snow throwers, and compactors.
- Perform building and grounds inspections; document and address maintenance needs.
- Maintain accurate records of inspections, work orders, materials, and time spent on tasks.
- Ensure buildings and grounds remain in compliance with safety and HUD regulations.

Minimum Requirements:

- High school diploma or GED.
- Valid driver's license and access to a registered, insured vehicle.
- Ability to lift and carry 80–100 lbs and perform physically demanding work.
- Must live within 30 miles of the worksite.
- Availability for emergency response 24/7, including during inclement weather.
- Ability to read, write, and understand English; bilingual (English/Spanish) preferred.

Skills & Competencies:

- Strong knowledge of general building maintenance, tools, and safety procedures.
- Ability to work independently, manage time effectively, and adapt to changing priorities.

Attention to detail and commitment to high-quality work.

Strong communication and interpersonal skills for working with tenants, staff, and vendors.

Basic computer skills (email, internet, word processing) and willingness to learn mobile work order and inspection software.

Ability to identify and resolve safety hazards or maintenance issues proactively.

Certifications & Screenings:

Must obtain a valid Low-Pressure NJ Black Seal Boiler License within one year of hire.

Must pass a criminal background check, credit check, and pre-employment physical including drug screening.

Note: Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so causes undue hardship to the employer.