



Building community from the heart

Company Name/Location: PEP Housing/Santa Rosa, CA
Job Title: Maintenance Technician
Position Type: Full Time, Non-Exempt
Pay Range: \$20-25/hr., DOE
Location: Petaluma, CA
Website: www.pephousing.org

About the Company

PEP Housing is in its 43rd year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

Position Summary

Maintain PEP Housing's high standards in order to constantly present our properties in outstanding condition and to provide residents with a safe, secure and well-maintained living environment. This includes, but is not limited to:

- Daily, weekly, and monthly tasks associated with janitorial and maintenance duties such as apartment rehabs, power washing, emptying trash, cleaning various areas of the property, and repair of the overall properties and individual resident units.
- Complete apartment turnovers within established time frame and to organizational standards.
- Perform janitorial duties in common areas, i.e., bathrooms, common rooms, laundry area, etc.
- Assist with monthly and or annual maintenance of fire extinguishers, smoke/heat detectors, and sprinklers.
- Work with on-site managers to maintain properties, responding to their needs.
- Maintain inventory of equipment and supplies at each property. Interior and exterior painting as needed.
- Develop reliable knowledge of all utility routing and cut-offs of water, sewer, gas, electrical, telephone, and TV cable at all properties.
- Additional information in job description.

Education, Skills and Experience

- High school diploma required.
- Ability to follow oral and written directions.
- Dress according to standards, neat and clean at all times; close-toed shoes required; beard and/or mustache trimmed.
- Ability to use and operate power and hand tools.
- Must be flexible, creative and take initiative in handling emergencies.
- Compassion and understanding for the elderly and disabled.



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- Experience in maintenance and repairs, to include light construction (replacement of windows and doors, fencing, trim work, etc.), plumbing (replacement of faucets, sinks, etc.), and electrical (troubleshooting, replacement of outlets, lighting, etc.).
- Ability to evaluate and respond to property emergencies.
- Must be able to multi-task and be flexible.
- Additional information in job description.

Qualified candidates can apply by emailing resumes to sharonr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.

COVID-19 considerations:

PEP Housing requires its employees to be fully vaccinated or provide proof of need for a religious or medical accommodation.