

## **JOB DESCRIPTION**

**Position:** Maintenance Technician  
**Type:** Non-Exempt/Hourly/Full-Time/On Site  
**Reports to:** Maintenance Supervisor/Sr. Community Manager  
**Location:** Washington, DC  
**Pay Rate:** \$22.00 - \$29.00  
**Benefits:** Medical, Dental, Vision, and Ancillary

### **ABOUT FARIA MANAGEMENT:**

Faria Management is the property management division of Dumas Collective®. The firm provides boutique style property management services by bringing an unconventional, solution-based owner's approach to urban communities. Faria Management's mission is to provide a brand of Luxury Affordable Housing® which is a high-quality boutique style of management services, to owners of income-restricted housing. Faria commenced on-site management operations in 2016 and operates nearly 3,300 units across the Mid-Atlantic region.

### **RESPONSIBILITIES:**

The Maintenance Technician will successfully prioritize multiple tasks with competing deadlines, manage conflicting schedules and provide excellent follow-through. Additional responsibilities include:

- Respond to emergency calls for maintenance and repairs, quickly while following safety protocol
- Diagnose and troubleshoot issues
- Provide excellent customer service to staff, residents and vendors
- Perform routine building and unit maintenance tasks, including regular inspections, painting, some electrical repairs, plumbing, carpentry and heating and ventilation systems maintenance
- Comply with all safety and health regulations
- Support the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
- Inspect alarm systems such as carbon dioxide and fire protection and quickly schedule repairs when needed
- Complete administrative duties such as filling out forms and reporting maintenance statuses to supervisor or upper-level management as required
- Assist with inventory of maintenance and cleaning supplies and equipment
- Clean interior of buildings, units or office space as and when needed, as well as machinery and equipment, and exterior of the building if and when needed

### **QUALIFICATIONS:**

- 2+ years of experience
- Knowledge of HVAC, plumbing, electrical, carpentry and mechanical systems (including relevant equipment and tools) is required
- Ability to stand or walk for extended periods of time; ability to bend, kneel, stoop, and lift or move heavy equipment
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents
- Physically capable of lifting 50 pounds



- Experienced in operating a variety of equipment, including snow blowers, lawn mowers, and small hand tools
- May be required to work outside of normal work hours to address emergency situations
- Excellent written and verbal communication skills
- Excellent manual dexterity and problem-solving skills

**SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- Proactive and extremely responsive
- Energetic and committed with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organization
- Ability to follow instructions and work under pressure, in a time sensitive environment, delivering timely and accurate work

**ADA SPECIFICATIONS** (Physical demands that must be met to successfully complete the essential functions of the job):

- Ability to perform the physical functions of the position, which may include, but are not limited to: ability to walking the property, including up to 4 flights of stairs, to complete physical inspections, deliver resident communications, show apartment and drive a vehicle to visit area businesses for outreach marketing.
- Requires the ability to use a computer and office equipment traditionally found in maintenance settings.

***Faria Management is an Equal Opportunity Employer and offers a competitive compensation package. Please apply at: [resumes@fariamanagement.com](mailto:resumes@fariamanagement.com)***