



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Maintenance Technician

REPORTS TO: VP of Construction & Real Estate

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to establish and manage a planned preventive maintenance system for all agency buildings and equipment, perform warranty work on all projects as needed. Support the construction department in their daily activity as needed and to be able to deliver product, supplies and materials to a given site as required.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Plan and Manage a preventive maintenance system for each building
- Complete warranty requests on finished projects as needed through work orders
- Provide services to the construction department as requested by the Project Manager and/or VP of Construction & Real Estate.
- This includes the working on newly purchased property, maintaining housing inventory, driving materials, supplies and products from pickup to site delivery during the course of a given day, and maintaining maintenance office space in the warehouse.
- Perform repairs and emergency maintenance as required
- Assist Warehouse/Inventory Operator with warehouse maintenance
- Other duties as required

SUMMARY OF JOB QUALIFICATIONS

- 3+ years of maintenance experience, with preference on residential experience
- High School diploma or equivalent
- Clean DMV record
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This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation: \$18-\$20/hour, depending on experience.***

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a **cover letter, resume and salary requirements** to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*