



**JOB DESCRIPTION**

151 W. 40<sup>th</sup> Street  
Tucson, AZ 85713

**Job Title:** Maintenance Tech  
**Reports To:** Director of Facilities Management  
**Hours:** Full time, 40 hours per week  
**FLSA Status:** Non Exempt

**PROGRAM DESCRIPTION AND JOB SUMMARY**

The Primavera Foundation is a non-profit agency that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. The Asset Management Department is responsible for the acquisition, management, maintenance, and disposition of Primavera's properties and vehicles. As a member of the Asset Management team, the Maintenance Tech is responsible for performing maintenance tasks on Primavera properties which include apartment communities, single family homes, office buildings, and shelters. The Maintenance Tech is also responsible for ensuring secure, healthy, and professionally-maintained residential and office environments and that Primavera's commitment to safe, affordable housing is fulfilled in alignment with the agency's mission and guiding principles. The successful candidate will be a proactive professional who can efficiently prioritize and ensure completion of tasks, works independently, is a results- oriented creative problem solver, adheres to high standards, demonstrates top-notch attention-to-detail and high-quality outcomes, and excels in proactive and productive communication with others.

**DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the leadership):

- Performing repair and preventive maintenance tasks as scheduled including, but not limited to painting, carpentry, servicing heating and cooling equipment, plumbing, electrical, window replacements, appliance repair, and landscaping.
- Conducting maintenance inspections at Primavera properties as scheduled and reporting results to Supervisor.
- Performing unit turnover tasks including repairs, some cleaning and floor stripping and waxing.
- Monitoring and assessing grounds at Primavera properties for landscaping needs and curb appeal.
- Performing general landscaping and grounds keeping tasks including raking, trimming bushes and trees, and weeding in a timely manner and in accordance with property goals.
- Adhering to the work planned on the maintenance schedule.
- Completing necessary paperwork including work orders and purchase orders and provide receipts.
- Maintaining an inventory of tools and parts in stock.
- Assisting with maintaining the safety and security of Primavera properties.
- Alerting Supervisor when a job requires a contractor and overseeing the work as required.
- Overseeing work projects involving temporary workers, support staff, participants, and volunteers.
- Maintaining appropriate relationships with vendors, tenants, program participants, and staff.
- Maintaining community integrity utilizing professional leadership qualities.
- Assisting with training and evaluating maintenance staff as requested.
- Providing support to other staff and property sites as needed.
- Attending meetings and trainings as required.
- Other duties as assigned by leadership.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic knowledge of carpentry, plumbing, electrical, HVAC/Coolers, painting, roofing, and appliances.
- Basic knowledge of general landscaping tasks including planting, weeding, trimming and pruning.
- Basic knowledge of apartment turnover tasks including cleaning, floor stripping and waxing.
- Knowledge of and ability to use landscaping equipment and power tools.
- Knowledge of job safety procedures.
- Ability to use a computer to record hours worked and complete paperwork.
- Ability to lift 50 lbs.
- Knowledge of and ability to work safely with chemicals including cleaning and weed control supplies.
- Ability to complete required paperwork.
- Understanding and ability to exemplify the organization's mission, which is to promote economic and social justice while working to build a future in which all people are assured basic human rights, a livable income, and safe, affordable housing.
- Understanding and ability to demonstrate Primavera's guiding principles, including integrity, respect, accountability, compassion, and leadership.
- Satisfactory verbal, written, telephone communication skills, and math skills.
- Excellent time management, organizational skills, and attention to detail.
- Ability to perform well and be flexible in a fast-paced work environment.
- Ability to work effectively with diverse individuals and groups.
- Complete understanding and agreement with personal boundary concepts.

## **MINIMUM QUALIFICATIONS**

- Minimum three years experience in building and residential apartment maintenance.
- Experience working independently and successfully without direct on-site supervision.
- High School Diploma or equivalent.
- Carry/utilize a company cell phone and be responsible for responding to on-site emergencies, including after normal working hours, weekends, and holidays.
- Valid Arizona Driver's License, proof of clean 39-month driving record, and access to a personal vehicle for use at work.
- Fingerprint background clearance (or ability to obtain).
- Must provide own tools.

## **PREFERRED QUALIFICATIONS**

- At least five years experience in building and residential apartment maintenance.
- HVAC certified and appliance repair experience.
- Computer skills (Word, Excel, E-mail, Internet, and ability to learn and successfully use computers).
- Working experience with homeless and/or low-income populations.
- First Aid and CPR certification (or ability to obtain).

## **PHYSICAL ENVIRONMENT/CONDITIONS**

- Primarily outdoor property and indoor apartment environment with occasional indoor office environment, with moderate to loud noise levels. Ability to work outside in desert climate.
- Ability to tour and inspect properties and perform physical tasks including bending, stooping, reaching, climbing up and down stairs and ladders, and lifting up to 50 pounds, occasionally performing strenuous tasks.

**(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)**

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date