



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: HVAC Maintenance Technician

Reports to: Maintenance Manager and Facilities Manager

FSLA: Non-Exempt

Rev.: 05/2023

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates ten properties totaling 299 units of affordable housing and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing for affordable housing and a responsible steward of the investments it receives. Jubilee produces not simply affordable housing, but justice housing. Justice Housing is affordable to those with few financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible and near services that support residents as they pursue educational and career attainment. Jubilee is seeking individuals who are excited about this concept and want to work with us to ensure Justice Housing becomes a reality for all Jubilee Residents who want to be a part of the Justice Housing Community.

JOB DUTIES AND RESPONSIBILITIES:

HVAC Maintenance Technician will be responsible, under the direction of the Maintenance Manager & Facilities Manager, for the overall maintenance of the apartment buildings and all areas related to the day-to-day maintenance operations of the community. Essential duties include but are not limited to:

- HVAC, electrical, plumbing, carpentry, flooring, plaster and painting
- Repairing and treating items such as bathroom & kitchen fixtures, appliances, doors/cabinets, walls and building exteriors
- Make ready units for inspections and new move-ins
- Have a strong working knowledge of HVAC systems and be able to maintain and assist with repairing and replacing HVAC systems
- Available for shared 24-hour emergency maintenance
- Assist with preventative maintenance program
- Complete grounds work such as: grounds pick up, snow removal, sweeping and light landscaping
- Coordinate special projects as directed
- Other duties as assigned

JOB REQUIREMENTS:

Maintenance Technician must maintain a professional and courteous manner with residents, visitors, contractors and fellow employees. Maintenance Tech must have the necessary tools to effectively complete tasks outlined above. One must have the ability to follow oral and written instructions and be able to maintain effective and cooperative working relationships.

PERSONAL COMPETENCIES:

- Enjoys being part of a diverse team.
- Strong leadership and problem-solving skills (Inspiring).

- Ability to work independently with minimal supervision (Independent).
- Good communication and writing skills and ability to interact with different personality types (Customer Oriented)
- Highly organized and attentive to details.
- Computer skills

EDUCATION/QUALIFICATION:

- HVAC Certification a plus
- Trade certifications/trainings/diplomas
- Valid Driver's License

THE FOLLOWING ATTRIBUTES WILL BE VALUABLE IN THIS ROLE:

- English-Spanish bilingual a plus, but not required
- Knowledgeable about the daily realities facing low-income families/individuals
- Ability to act calmly, quickly, and thoughtfully in a crisis situation
- An active spiritual grounding

SALARY:

Salary range \$45,000 - \$50,000

BENEFITS:

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a matched contribution retirement plan.

BACKGROUND AND REFERENCE CHECKS:

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

REFERENCES:

Please be prepared to provide 3 professional references if you are selected for this role.

COVID-19:

As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved or agree to. If you are not vaccinated, you must agree to having testing done at least once a week.

"Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

TO APPLY:

Please submit your resume and your cover letter to Terry McMillon at tmcmillon@jubileehousing.org. Please reference *HVAC Maintenance Technician* in the subject line.

Jubilee Housing is an Equal Opportunity Employer