



Maintenance Mechanic

ABOUT US:

360 Management Group, Co. is a 501(c)3, non-profit instrumentality of Elm City Communities (ECC) formed in 2018 to preserve low income and affordable housing in New Haven and its surrounding areas. In collaboration with Glendower, other affordable housing developers, and investors, 360 Management strives to create and maintain vibrant housing communities that enrich and revitalize neighborhoods through community and economic development. 360 Management currently manages multifamily developments subsidized and/or financed with state and federal affordable housing programs such as Low-Income House Tax Credits (LIHTC), Rental Demonstration Assistance (RAD), HUD Moderate Rehabilitation (Mod Rehab), HOME, Project-based and Tenant-based voucher programs.

MISSION:

The organization's mission is to ensure that ECC's affordable housing communities are preserved, to create stable and safe communities, and to provide respectful and professional property management services to residents residing in our communities.

POSITION:

360 Management Group is currently seeking a **Maintenance Mechanic!** The Maintenance Mechanic is responsible for performing maintenance at his/her property in accordance with company standards. The purpose of this position is to help ensure that the physical condition of the property satisfies ownership and management objectives. The Maintenance Mechanic is a full-time non-exempt position and works a 40-hour work week, Monday through Friday from 8:00 a.m. to 4:30 p.m., which will require some travel. This position requires to be on-call as scheduled. Evening and weekend work may be required as job duties demand.

ESSENTIAL FUNCTIONS:

1. Responsible for completing assigned work as directed by the Superintendent and providing the status of assignments at the end of each day.
2. Responsible for completing resident work orders, such as repair of appliances, doors, locks, windows, lights, faucets, toilets, and floors.
3. Performs site work orders, including but not limited to, changing light fixtures and light bulbs in hallways, shoveling snow, shampooing carpets, repairing doors, repairing dry wall, changing locks, and doing spring cleanup of the grounds.



4. Performs preventive maintenance, following specific company instructions concerning how to complete work, including but not limited to, cleaning pumps, and changing filters, flushing out hot water tanks, and taking amp readings.
5. When required, responsible for being available to respond to emergencies, such as snowstorms, flood, and fire.
6. Responsible for completing apartment turnovers, such as patching holes and flooring, re-hanging doors, and ensuring that locks, appliances, kitchens, and bathrooms are in acceptable conditions.
7. Lifts and moves items as determined by the Superintendent.
8. Responsible for wearing company identification and prescribed uniform during working hours.
9. Performs all other related duties as assigned by the Superintendent and/or Maintenance Area Supervisor and Director of Maintenance.

KNOWLEDGE, SKILLS, ABILITIES:

1. Ability to read and write at the level required for successful performance.
2. Ability to follow verbal and written instructions.
3. Ability to maintain effective working relationships.
4. Knowledge of safety practices & procedures.
5. Sufficient vision to read fine print.
6. Sufficient body movement to drive car, climb, bend and kneel.
7. Dexterity to manipulate tools.
8. Sufficient strength to lift up to 100 pounds.
9. Physical capability to tolerate heights.
10. Sufficient stamina to perform physical labor in adverse conditions.
11. Possession of valid driver's license.
12. Ability to operate a vehicle observing legal & defensive driving habits.
13. Maintain simple records.
14. Assist in inventory control.
15. Train in First aid.

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent and at least two years of related experience.

SALARY: \$17.34 per hour



APPLICATION AND SUBMISSION:

Applications and resumes may also be sent to 360 Management Group at jobs@360mgtgrp.com and/or mailed to 360 Orange Street, New Haven, CT 06511 attention to 360 Human Resources Department. Applications and Job Descriptions can also be picked up from 360 Management Group. Resumes and Applications will be accepted only for positions it is trying to fill. For more information, please call the 203-498-8800 ext.1415. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER M/F/V**