



Maintenance Technician I

Housing Alexandria (HALX) is a non-profit affordable housing developer and owner. [Click here](#) to learn more about our history, mission, vision, and values.

Purpose of Position

The Maintenance Technician is responsible for maintaining the physical integrity and overall functionality of the multi-family property. This role ensures that the community remains a safe, clean, and comfortable environment for residents by collaborating with vendors, performing routine inspections, preventive maintenance, and repairs on building systems, facilities, and equipment. By addressing maintenance needs promptly and proactively, the team member helps preserve the long-term value of the property and contributes to HALX's mission of providing affordable and quality housing for all.

The ideal candidate is proficient in diverse skills to handle various aspects of property upkeep, including, but not limited to, HVAC systems, plumbing, appliance repair, basic mechanical skills, and drywall. They are proactive, creative problem solvers with excellent time management and customer service skills. This position reports to the community lead or relevant supervisor.

Primary Responsibilities

Maintenance & Repairs

- Respond promptly to resident maintenance requests, addressing plumbing, HVAC, carpentry, appliance repair, and other general handyman needs.
- Conduct routine maintenance tasks to uphold community safety, quality, and appearance, such as repairing leaks, addressing trip hazards, and replacing smoke detectors.
- Prepare recently vacated units for new residents by performing repairs, painting, drywall patching, and window/door replacements.
- Track, respond to, escalate, and close maintenance tickets efficiently using CRM software, ensuring all issues are resolved to HALX standards.
- Maintain effective communication with residents and vendors regarding repairs, timelines, challenges, and expected outcomes.

Preventative Maintenance & Inspections

- Perform regular preventive maintenance, including inspecting building systems and tracking mechanical performance to identify and address potential issues proactively.
- Conduct routine property inspections, including units, common areas, and grounds, to ensure safety, cleanliness, and compliance with HALX standards.
- Implement and follow safety protocols, including OSHA standards and local building codes, to ensure all work complies with regulations.

Vendor Support

- Support the coordination of vendor activities for repairs and services beyond personal expertise, ensuring work is completed to HALX quality standards and in compliance with community rules.
- Communicate feedback or concerns about vendor performance to the Community Manager and assist with approving vendor invoices and payments.



Ongoing Work

- Maintain professional and technical knowledge by completing required training, obtaining necessary certification, attending subject-relevant educational workshops, and reviewing professional publications.
- Maintain a well-organized inventory of tools, equipment, and supplies, ensuring readiness for maintenance tasks.
- Support the enforcement of community rules to ensure resident safety and well-being.
- Foster Housing Alexandria's mission, culture, values, strategic plan, and commitment to diversity, equity, and inclusion.
- Perform other duties as directed.

Required Skills and Qualifications

- Handyperson, technician, or tradesperson education or experience.
- Proficient and general knowledge in plumbing, mechanical skills, HVAC maintenance, and electrical.
- Ability to operate property management software for maintenance tracking to update work orders, document repairs, and communicate with the property management team.
- Valid driver's license.
- Basic tools to complete the work.
- Excellent customer service and communication skills.
- Ability to meet the physical requirements listed below for long periods.
- Strong organization and time management skills, with attention to detail.
- Sincere interest in career growth and support of Housing Alexandria's mission.

Physical Requirements

Maintenance technicians need to be physically fit to perform their job duties, which can include:

- Regularly lifting and carrying objects up to 50 pounds, and sometimes up to 100 pounds
- Pushing, pulling, and moving objects to clean, reach, and service machinery
- Prolonged periods of standing and walking
- Frequent bending and stretching to access equipment and objects
- Climbing ladders and steps
- Stooping, kneeling, and crouching to perform tasks
- Operating a variety of machines and equipment, including vehicles, hand tools, and power tools
- Having close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and inspect
- Ability to work in noisy, crowded environments, and in and around dust, fumes, and odors. They may also need to be able to work indoors and outdoors year-round.

Beneficial Skills and Qualifications

- Spanish or Amharic speaking, writing, and reading fluency preferred.
- Familiarity with OSHA safety laws, building codes, and safety regulations.
- Experience aiding individuals and groups facing difficulties such as economic disadvantage, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, and inadequate housing.
- Veterans are encouraged to apply.



Position Requirements

This is a full-time position based on-site, with occasional responsibilities requiring flexibility for evening or weekend activities. Travel within the City of Alexandria is sometimes required. The physical requirements listed above must be met for long periods of time.

Is this position right for you?

We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Candidates with lived experience in the services we provide are highly desired. We value a diverse workplace and prioritize an inclusive climate without discrimination and harassment during the application process and after you join the team.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Housing Alexandria's mission and think you have what it takes to be successful in this role, even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Salary and Benefits

Commensurate with experience. \$23hr to \$25hr.

Housing Alexandria's benefits package includes 100% employer-paid individual medical, dental, vision, life, and disability insurance. It also includes up to 5% matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, a wellness program, robust paid time off, and more.

How to apply

Please submit a resume and cover letter to resumes@housingalexandria.org. **Only resumes that include a cover letter will be considered.** Professional references are required as part of the interview process.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.