



Broward Housing Solutions - General Maintenance Tech/Porter (Part-time)

Summary

The Maintenance Technician position is responsible for the interior and exterior maintenance for all properties owned by Broward Housing Solutions. This position will work closely with appropriate staff in conducting necessary repairs/maintenance and coordinating contractors and vendors as needed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the General Maintenance Technician position is responsible for specific porter services, minor repairs, trash removal and light maintenance tasks.

POSITION DUTIES AND RESPONSIBILITIES:

- Perform monthly exterior inspections
- Lock changes as needed; maintain proper key control
- Litter pick up
- Perform general checks on landscaping, irrigation, exterior lights, building signage, and parking lots
- Identify and report trip and fall hazard conditions
- Move dumpsters on scheduled basis
- Perform apartment inspections and document findings
- Perform minor repair work , drywall patch, paint, light carpentry, plumbing, electrical.
- Check meter rooms
- Pick up donations, including small furniture and household items
- Empty laundry cash document collections
- Troubleshoot maintenance issues as needed and recommend appropriate repair
- Interact with outside vendors and request bids/ proposals as needed.
- Maintain company vehicle according to maintenance schedule
- Coordinate annual fire inspections and insure extinguishers are in working order
- Follow all HIPPA regulations
- On call for emergencies as needed per weekly rotation schedule.

POSITION REQUIREMENTS:

- Excellent customer service skills; self- motivated.
- Valid Florida driver's license with a safe driving record
- High School graduate with minimum five years property maintenance experience
- Ability to complete and report work order progress in writing
- Experience working in team environment with multiple and changing maintenance priorities

- Ability to interact with Vendors, residents and staff, both verbally and in writing
- Physically able to lift 75 pounds

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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