

Maintenance Tech Lead
Full-Time | Santa Barbara, CA |

ABOUT US

Transition House is dedicated to the solution of family homelessness in the Santa Barbara community. Capable and motivated families with children are offered life tools and respectful, non-sectarian residential services designed to alleviate poverty and restore self-sufficiency and dignity.

KEY RESPONSIBILITIES

The Maintenance Tech Lead is responsible for working alongside maintenance staff on the upkeep and repair of all Transition House properties, from custodial work and regularly scheduled maintenance to emergency repairs and planned remodels. The Maintenance Tech Lead will utilize Yardi extensively in conjunction with the POD and others to organize all maintenance-related work on Transition House properties.

Administration

- Meet daily, and as needed, with the POD to review the status of new or existing work orders in Yardi. Work with the POD by providing technical input on the time, skills, and materials needed for projects so the POD can create schedules and assign workflow.
- Check email in Outlook daily.
- Oversee and maintain department tools and supplies.
- Utilize Yardi for work orders on all jobs flowing through the maintenance department.
- Perform maintenance tasks including but not limited to minor plumbing repairs, smoke detector replacement, window blind replacement, painting and other repairs in apartment units, and more.
- Work with the POD to draft “scope of work” statements for larger, bid-related jobs.
- Work with the POD to maintain and increase the number of regular vendors (i.e., plumbing, painting, HVAC, handypersons, etc.) that Transition House utilizes to work on its properties.
- Serve as backup for the POD when she is on vacation, including entering work orders, overseeing schedules, and handling other POD tasks.
- Ensure compliance with safety regulations for all day-to-day tasks.
- Oversee vendors for ongoing contracts, including landscaping, custodial services, other maintenance contracts, and specialty work such as power washing, appliance tune-ups, etc.
- Supervise contractors for small and large repairs and remodel work.
- Provide support to office staff for tasks as needed including moving office furnishings and supplies, clothing donations, and other miscellaneous tasks.

Purchasing

- Follow Transition House purchasing policy for all goods and services.
- When new vendors are hired, obtain all required vendor paperwork, including contact information, a signed W-9, and evidence of insurance, as applicable.
- Purchase materials needed for repairs as warranted and maintain inventory of property department supplies.
- Support the POD by providing information, including specifications for the purchase of appliances and other furnishings on our replacement reserve calendar.

Inspections

- Attend all inspections of rental units with the POD to review the condition of the unit and identify any damage or other needs.
- Perform special unit inspections as needed.
- Inspect all property sites semi-annually.

QUALIFICATIONS

- 5+ years of maintenance experience preferred.
- 2+ years of plumbing experience preferred
- 1+ years of electrical experience preferred
- Comfortable using email and computer-based work-order systems.
- Valid California driver's license required.
- High school diploma or equivalent preferred.
- Bilingual English/Spanish is a plus.

COMPENSATION & BENEFITS**Salary: \$60,000 per year**

- Benefits include health, dental and vision insurance, life insurance, 401(k), and paid time off.
- This is a full-time, in-person position based in Santa Barbara.

To Apply: Please submit your resume and information about your relevant maintenance experience to **jrojas@transitionhouse.com**.

Transition House is an Equal Opportunity Employer.