

MAINTENANCE ASSISTANT

Company: Midtown Association (MA)

Position: Maintenance Assistant (Non-Exempt)

Supervisor: Reports to Maintenance Foreman

Location: 1401 21st Street, Unit A, Sacramento CA, 95811

Organization: The Midtown Association (MA) is a non-profit organization that is making Midtown the center for culture, creativity and vibrancy in Sacramento's urban core. We were recently selected by our team and the Sacramento Business Journal as one of the Best Places to Work in Sacramento.

Our Culture: The MA is a small but mighty team governed by a board of artistic, fast paced and innovative property and business owners. We attract high-performing, highly ethical employees who truly care about their community. Our team works well together because we hold ourselves accountable to strong project management and complement one another's strengths. Our office is a beautiful modern storefront with open air meeting space, natural light, room for bike storage and more than 20 restaurants/coffee shops/bars within two blocks.

Position Summary: Work to complete required duties for the Clean & Safe program within Property Business Improvement District (PBID), such as removal of graffiti, removal of abandoned camps, litter clean-up, power washing, removal and clean-up of bio-hazards and human waste, removal of fallen leaves and minor landscaping clean-up, as well as assist in the execution and implementation of special events that take place within the district of Midtown Sacramento PBID. Assistants should fulfill the tasks assigned to them with attention to detail, speed and a customer service attitude. When tasks are completed, they should be self-directed and find the next important task.

Basic Employment Qualifications and Requirements: Candidates should have experience with email programs, experience operating a commercial grade pressure washer, as well as towing a trailer and operating oversized equipment. Experience with Word Processing and email programs, the ability to speak and read English, the ability to lift up to 75 pounds, and be able to remain on their feet outdoors for up to 10 hours per day in potentially inclement weather. All candidates should anticipate pre-employment background checks, driving record checks, and drug screening with the potential for on-going drug screening based on job tasks. High school diploma or GED is required. Reliable transportation is required. Clean DMV driving record is required.

Work Environment: The work environment is located primarily outside and consists of completing tasks involving exterior building maintenance, including graffiti removal and biohazard abatement. Additional tasks include cleaning of walkways, street gutters, alleyways and trash removal. Conditions range from working outside in all types of inclement weather. Some work will involve hazardous and unsanitary conditions. Must be able to work around varying degrees of noise. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.



MIDTOWN
ASSOCIATION

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Benefits:

This is a full time non-exempt, hourly position. Schedule is Monday through Saturday, between the hours of 7am-9pm, with some variations for special events. Eligible for benefits after introductory period; 401k with match, Sick Time, Flex-spend account, Life insurance, Parking, Holiday pay.

Hourly: \$14.75

Essential Duties & Responsibilities:

- Demonstrate an ability to follow detailed maintenance routes and schedules as established by Maintenance Foreman
- Ability to operate commercial grade pressure washing equipment and towing trailer
- Ability to routinely communicate professionally with property and business owners
- Respond in a timely manner to all maintenance service calls within the PBID boundaries
- Assist maintenance team members with clean-up of homeless encampments
- Assist in breakdown of our Midtown Farmers Market on Saturdays
- Work cooperatively with colleagues, program managers, and stakeholders
- Manual physical labor, with or without reasonable accommodation, lifting and moving materials equipment and supplies up to 75lbs with assistance
- Demonstrate ethical behavior
- Thoroughly document all work activity through Geo-Pal software
- Report any unsafe conditions or operational issues to Maintenance Foreman and follow OSHA procedures
- Provide event and programming assistance as assigned
- Maintain assigned uniforms, equipment, tools, shop area and maintenance offices in operable, safe and organized conditions
- Repeatedly follow all safety protocols when cleaning and disposing of bio-hazards and other dangerous materials
- Maintain vehicle, facilities and equipment security at all times
- Other duties as assigned

Requirements for Application:

- Cover Letter and Resume
- DMV Record
- Minimum of two references

Applicants should submit all required documents via email to info@exploremidtown.org

Midtown Association is an Equal Opportunity Employer (EOE).



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