

MAINTENANCE LEAD

Company: Midtown Association (MA)

Position: Maintenance Lead (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 and Requirements Directly assist supervisor to perform required duties for the Clean & Safe program such as removal of graffiti, emptying of trash cans, litter clean-up, exterior patio and side walk 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. Provide assistance in the weekly set-up of the Farmers Market. Lead weekly execution of service obligations in the 16th Street zone and create relationships with stakeholders to ensure that service needs are being met.

Qualified Leads are proactive and have a consistently great attitude. They know their job inside and out, well enough even to teach other employees. Not only do they fulfill the tasks assigned to them with attention to detail, speed and a customer service attitude, when tasks are completed, they are self-directed and find the next important task. They act as the "lead on duty" and report all daily activities to their supervisor. Leads check-in with assistants on duty, pass down tasks, assure the tasks are completed, and communicate with their supervisors.

Basic Employment Qualifications: All candidates should have; experience with email programs, the ability to speak and read in 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. Candidates should have experience operating a commercial grade pressure washer, as well as towing a trailer and operating oversized equipment. All candidates should anticipate pre-employment background checks, driving record checks, and drug screening, with the potential for ongoing drug screening based on job tasks. High school diploma or GED is required. Reliable personal transportation is required. Valid CA DL required.



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Benefits:

This is a full time non-exempt, hourly position. Schedule is Monday through Friday, between the hours of 7am-3:30pm, 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: \$18.00

Essential Duties & Responsibilities:

- Monitor and report outcomes of maintenance to Clean & Safe Manager
- Demonstrate an ability to follow detailed maintenance routes and schedules for the 16th Street zone as established by Clean & Safe Foreman
- Ability to operate commercial grade pressure washing equipment and tow a trailer
- Ability to routinely communicate professionally with property and business owners
- Respond in a timely manner to all maintenance service calls within the 16th Street zone and PBID boundaries
- Assist maintenance team members with clean-up of homeless encampments
- Assist in breakdown of our Midtown Farmers Market on Saturdays if needed
- 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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