



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

Maintenance Technician

Do you have a passion for strengthening communities by helping low- and moderate-income families to live in a safe and well maintained property? Are you proud of your work in affordable housing? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, we want to talk to you!

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. We are looking for a special person to assist our Community Asset Preservation Corporation (CAPC) subsidiary to oversee the maintenance of its scattered-site residential units throughout New Jersey. NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Functions

Making affordable, quality housing available to low- and moderate-income families is at the very heart of your role and you will be a key support in assisting to achieve our mission. Working with the CAPC Property Management team, you will:

- Assist and follow up with tenants with requests, issues, complaints, and questions in a timely manner.
- Perform minor HVAC, electrical, plumbing, painting, and building repairs as necessary.
- Maintain inventory of repair equipment and supplies.
- Implement preventative maintenance measures.
- Respond quickly in the event of an emergency, notify appropriate personnel, and follow safety protocol.
- Complete inspections of offices and laboratories with the Maintenance Manager.
- Ensure that all maintenance requests are closed out correctly in the Yardi/IT system.
- Perform other maintenance duties as requested.

Qualifications

We are looking for someone who is motivated and driven to develop their career. To be successful in this role, you possess:

- High school Diploma or GED.
- 1-3 years of property management or maintenance experience.
- Ability to complete basic repairs, including heating, electrical, and plumbing.
- Driver's license and vehicle are preferred.
- Bi-Lingual in English and Spanish is a plus.

Work Schedule

The work schedule is contingent on scheduled hours for the maintenance department. The Maintenance Technician may be expected to report for work from 8:30 AM – 5:00 PM or 10:00 AM – 6:30 PM and will be required to work some weekend hours with no more than 2 days per month expected. Weekday schedules will be adjusted when weekend hours are scheduled.

Compensation & Benefits

We offer a competitive nonprofit wage based on experience and skills (\$15.40 – \$18.60/hourly), as well as a generous benefits package, including health, dental, disability and life insurance; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal plus 12 paid holidays. The CAPC Property Management office is located at 460 Washington Street in the Lincoln Park Neighborhood in Newark.

Check us out at www.capcnj.org & www.newjerseycommunitycapital.org!

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to kcastillo@njclf.com. Please include “Maintenance Technician – *Your Name*” in the email’s subject line.