



JOB ANNOUNCEMENT
Maintenance Technician

Location: Little Tokyo Service Center office

Salary: DOE

Hours: Part Time, Exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

LTSC CDC's Property Management division manages properties throughout Los Angeles County with a commitment to providing quality housing to support healthy families and communities. The maintenance technician is responsible for the general maintenance, upkeep, and repairs of LTSC properties.

Responsibilities Include:

- Implement preventative maintenance procedures.
- Maintain good customer service and tenant relations.
- Conduct property inspections.
- Ensure cleanliness, and good repair of grounds, common areas, and tenant units.
- Keep accurate records of expenses, including work-related travel, if any.
- Keep accurate records of hours worked.
- Keep accurate records of work performed.
- Complete tasks assigned/work orders in a professional and timely manner.
- Interface/provide oversight to contractors at assigned projects.
- Attend training as recommended.
- Must be available for after-hours emergency response.
- Maintain workspace and storage areas in an adequately stocked, clean, and organized manner.
- Other tasks may be assigned by your supervisor

Qualifications, Experience, and Skills:

- Mechanical skills and aptitude.
- Self-starter.
- Familiar with Excel spreadsheets and data entry.
- Ability to work both independently and as a team member.
- Experience in property management; nonprofit housing or private sector experience preferred.
- Strong organizational skills.
- Ability to multi-task.
- Computer knowledge or willingness to learn computer programs associated with the maintenance and preventative maintenance of the properties is a must.
- Desire to make a long-term commitment to this position and organization.
- Own tools are a plus.
- California Driver License and access to insured, reliable transportation such as a truck or automobile.

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

How to Apply: Please send a cover letter and resume to Aaron Garcia at AGarcia@LTSC.org
Please include your pronouns in your application.