



**Title: Maintenance Technician, Part Time**  
**Reports to: Property Manager**  
**Department: Community Development**  
**Status: Full-time, Non-Exempt**

**271 Grant Street**  
**Buffalo, NY 14213**

**p: (716) 884-0356**  
**f: (716) 884-0358**

**[www.pushbuffalo.org](http://www.pushbuffalo.org)**

**Who we are:**

PUSH Buffalo is a community development organization in Buffalo, NY. PUSH owns and operates high quality affordable housing and commercial space on the West Side of Buffalo and the property management team undertakes the day-to-day operations and management of that housing.

**About the position:**

Maintenance Technician will be responsible, under the direction of the Property Manager and Maintenance Superintendent, for the maintenance of PUSH Buffalo's properties and all areas related to its day-to-day maintenance operations. The Maintenance Technician assists with all aspects of the property's maintenance including the physical grounds, custodial, preventive, corrective, deferred and emergency. Customer service and attention to detail are critical skills to ensure the satisfaction of the community's residents.

Essential duties include but are not limited to:

- Efficiently completes all daily work orders in a specific amount of time. Communicates any delays in completing a work order with the supervisor and management office.
- Troubleshoot and repair maintenance issues involving electrical, plumbing, A/C, HVAC, appliances, and carpentry.
- Work with office team to ensure all make-ready repairs and services are completed and on schedule
- Maintain accurate records for preventative maintenance, building mechanicals, service requests and apartment make-ready status.
- Respond to after hour on-call emergencies.
- Stay current on all applicable building codes and safety standards.
- Maintain trash rooms and dumpster areas.
- Assist in the proper clearing of snow during a snow event.
- Coordinate proper work shop inventory with maintenance superintendent
- Electrical, plumbing, carpentry, masonry and painting tasks
- Repairing and treating structures such as showers, sinks, appliances, doors/cabinets, walls and building exteriors
- Make ready units for new move-ins
- Responsible for 24-hour emergency maintenance, on call required
- Schedule and complete preventative maintenance program
- Complete grounds work such as: grounds pick up, sweeping and landscaping
- Coordinate special projects as directed
- Conduct all community maintenance work, service requests, punch-outs, building inspections and preventative maintenance as requested
- Ensure all work has been completed in a safe, prompt and professional manner
- Communicate with Property Manager about demonstrated concerns of the community
- Maintain inventory of equipment, tools and supplies
- Serve as a role-model for other maintenance staff by following all policies and procedures

**Qualifications for Entry into this Position:**

The ideal candidate will be able to demonstrate a basic understanding and knowledge of general maintenance, carpentry, painting, refurbishing, plumbing, electricity, appliances and HVAC in both theory and practical application. The ideal candidate will also have a commitment to upholding BNSC and PUSH's mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic justice in Buffalo.

- Valid NYS driver's license
- Customer service first attitude.
- Must have personal, reliable transportation for on-call emergencies.
- Previous apartment experience preferred.
- Must be proficient in the use of a smart phone and computer. Task required include:
  - Use of Property Management App to track and close work orders.
  - Use of Online Time Card system for tracking work hours.
  - Texting, Phone, Voicemail, email systems

**Physical Demands and Requirements:** Able to physically perform the following duties for prolonged periods of time:

- Unassisted lifting up to 50 pounds
- Must be able to endure walking, squatting, bending, balancing, climbing, kneeling, crawling and prolonged standing
- Able to work on step ladders or extension ladders up to 30 feet
- Must be able to climb ladders and crawl into confined spaces
- Must be able to use hands to grip power and hand tools
- Able to perform all activities in a safe manner in accordance with PUSH Buffalo policies, procedures, training and personal protective equipment provided at the property.

**Work Hours:**

- 24 hours per week. Emergency on-call on a rotating basis.

**Salary Range and Benefits**

Commensurate with experience

**Join our team and build your career with us! We offer:**

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice
- Competitive, comprehensive benefits package including health, dental, vision, and paid time off

**How to apply**

Proposals will be accepted until the position is filled, and will be considered on a rolling basis. Proposals should include a letter of application, resume, and contact information for two professional references.

Proposals should be sent to:

Diego Carrasquillo  
Property Manager, PUSH Buffalo  
[diego@pushbuffalo.org](mailto:diego@pushbuffalo.org)  
429 Plymouth Ave, #1  
Buffalo, NY 14213

Women, people of color, and people who identify as LGBTQ are strongly encouraged to apply!