



## Maintenance Specialist

FULL TIME

Final Filing Date: **Open Until Filled**

Salary Range: \$18.36 - \$27.56/hour

Reporting to the Facilities Maintenance Manager, the Maintenance Specialist performs a variety of general maintenance/repair duties in residential and commercial properties. Specific duties include:

- Perform various carpentry duties for the maintenance of buildings and facilities such as repairing and replacing gutters, fences, stairways, and other exterior fittings.
- Perform skilled tape-texture, stucco repairs and detailed finish work; Tear out and installation of new cabinets, counter tops, shower surrounds, flooring, and cabinetry.
- Schedule routine and preventative maintenance inspections and determine priorities for repairs, improvements and installations.
- Estimate time, equipment, manpower, and required budget for projects.
- Working knowledge of current code requirements for perspective trades.
- Provide assistance and respond to tenant and public inquiries in a courteous manner; provide information with the area of assignment; resolve complaints in an efficient and timely manner.

### Qualifications.

Any combination of experience and training that would likely provide the required knowledge/abilities is qualifying. A typical way to obtain the minimum level of knowledge and abilities would be: Equivalent to the completion of the 12<sup>th</sup> grade. One to three years general maintenance experience desired. Employees in this position must possess a valid California driver's license and insurance.

The skills and attributes desired for this position include: A summary of the qualities desired for this position include:

- Knowledge of the methods, techniques and tools used in the construction, repair and maintenance of a wide variety of facilities, systems and equipment.
- Knowledge and skills in residential maintenance.
- Ability to perform maintenance requirements of residential/commercial buildings.
- Ability to perform heavy manual labor.
- A person of trust and integrity.
- Ability to be on-call or answer calls of service at times.
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through.
- Be self-motivated, possess a positive attitude, and have a strong customer service skills.
- Maintain physical condition appropriate to assigned duties/responsibilities.

A complete job description can be obtained from the Human Resources Department.



## **Benefits.**

Retirement. Retirement provided through CalPERS; monthly contributions are paid 100% by the employee in addition to the Employer Contribution.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 14 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 3 days per fiscal year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

## **About CADA.**

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$10 million, with a total of 44 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 750 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, collaboration, and effectiveness.*



**Application Process.** Applications are accepted continuously until the position is filled. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/pdf/EmploymentApp.pdf> or pick one up and mail applications materials to:

CADA  
Attn: Human Resources  
1522 14<sup>th</sup> Street  
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.  
We are an Equal Opportunity Employer.