



Maintenance Mechanic I

Perform general maintenance of our properties, including but are not limited to carpentry, flooring, electrical, plumbing patching, painting, appliance repair, grounds work, snow removal, unit inspections, construction monitoring, room setups for events, and sheetrock repair.

- Execute preventive maintenance and routine engineering checks in all mechanical and boiler rooms; maintains logs, work orders, and other required documentation, including but not limited to RealPage Facilities software
- Perform walkthroughs of the buildings and grounds
- Prepare vacant apartments for new residents and refreshes apartment units as needed
- Perform unit inspections, in tandem with Resident Service Teams, to ensure building/unit integrity, safety, and compliance to inspection mandates
- Carry out routine engineering checks in all mechanical and boiler rooms
- Document time in/time out or other tracking system functions on all work orders
- Complete material requisitions according to 2Life standards
- Respond to medical and fire emergencies along with Resident Services staff
- Perform grounds maintenance duties, such as mowing, weeding, sweeping, sanding, snow and ice removal
- Ensure 2Life work practices are safe and in compliance with 2Life standards and government regulations
- Must be available to respond when assigned to evening, weekend, and holiday emergency coverage for emergency mechanical/technical services that cannot be handled by Site Reps as scheduled or assigned by their supervisor. (Rotating responsibility with other team members)
- Responsible for reporting all unsafe practices observed to management to help ensure 2Life work practice is safe and compliant with company standards.

KNOWLEDGE, SKILLS & ABILITIES

- Two years of hands-on experience with post-secondary technical training preferred
- Knowledge of building trades, mechanics, and building maintenance
- Hoisting License preferred
- Fluent in English
- Skilled in the use of mobile devices, computers, and computerized systems, including email, work orders, and record-keeping systems
- Valid Massachusetts driver's license required
- Must be able to operate hand and power tools safely

WORKING CONDITIONS/PHYSICAL DEMANDS

- Frequent standing and walking
- Ability to frequently lift and move objects weighing up to 50 pounds

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- While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, and climb. Must have full use of arms, hands, and finger dexterity to reach, lift, pull, push and feel.
- Ability to operate a Bobcat
- Ability to work outdoors in winter conditions

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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