



## **Maintenance Technician**

Hyder Property Management Professionals is growing and is seeking to hire a thorough Maintenance Technician to undertake the responsibility to preserve the good condition and functionality of a property. You will perform maintenance tasks of great variety such as painting, plumbing, HVAC installations, landscaping, etc. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines. The goal is to maintain the buildings and common areas in the best possible condition.

### **Responsibilities**

- Survey buildings and mechanical repair systems to ensure they are consistent with health and safety standards
- Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels, etc.)
- Assist in the setup of ventilation, refrigeration, and other systems and conduct repairs when necessary
- Maintain heating and plumbing systems to ensure the functionality
- Inspect alarm systems (fire, protection) and schedule repairs when needed
- Perform necessary manual repairs (fix locks, replace windows, etc.)
- Undertake activities of pest control such as spraying insecticide
- Conduct general upkeep procedures (e.g., landscaping) and other tasks as assigned (painting, carpentry, etc.)
- Assist in budget preparation
- Move in/Move outs (preparing units for move ins)
- Curb appeal
- Work orders

### **Skills**

- Proven experience as a maintenance technician
- Basic understanding of electrical, hydraulic, and other systems
- Knowledge of general maintenance processes and methods
- Working knowledge of tools, standard appliances, and devices
- Manual dexterity and problem-solving skills
- Good physical condition and strength
- Willingness to work overtime
- A high school diploma or equivalent; Certificate in HVAC, building maintenance technology, or relevant field will be a plus
- Certified Maintenance and Reliability Professional (CMRP) is desired



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## Hyder Property Management Professionals Employment Application

Hello and Welcome to Hyder Property Management Professionals! We manage over 130 properties and have positions in the Maintenance, Office, and Managerial functions.

In order to properly classify your application for current as well as future positions please fill out the information below:

What position(s) are you interested in?

Custodian  
Maintenance  
Manager (Property)  
Manager (Regional)  
Office  
Security

We have properties throughout California....which areas would you be willing to travel/relocate/work in?

Blythe  
Chula Vista  
Coachella Valley  
Escondido/San Marcos/Vista  
Imperial Valley  
Los Angeles County

Northern CA  
Orange County  
Ramona  
Riverside area  
San Bernardino County  
San Diego



Email completed form to [jobs@hyderco.com](mailto:jobs@hyderco.com).



# Hyder Property Management Professionals Employment Application

An Equal Opportunity Employer

**Please Print**

Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

**Present Address**

No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Permanent Address (if different from present address)**

No. & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**Employment Desired**

Position applying for: \_\_\_\_\_

Are you applying for:

Regular full-time work? .....  Yes  No

Regular part-time work?.....  Yes  No

Temporary work, e.g., summer or holiday work? .....  Yes  No

What days and hours are you available for work?

\_\_\_\_\_

If applying for temporary work, during what period of time will you be available?

From: \_\_\_\_\_ To: \_\_\_\_\_

Are you available for work on weekends? .....  Yes  No

Would you be available to work overtime, if necessary? .....  Yes  No

If hired, on what date can you start work? ..... \_\_\_\_\_

**Personal Information**

How did you hear about our company and this job opening?

\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied to or worked for Hyder Property Management? .....  Yes  No

If yes, when?

\_\_\_\_\_  
\_\_\_\_\_

Why are you applying for work at Hyder?

\_\_\_\_\_  
\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? .....  Yes  No

Are you at least 18 years old? (if under 18, hire is subject to verification that you are of minimum legal age.) .....  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed.

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(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

### Education, Training, and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
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<b>High School</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____		Zip _____

<b>College/ University</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____		Zip _____

<b>Vocational/ Business</b>	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____	State _____		Zip _____

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Hyder Property Management? .....  Yes  No

If so, please explain:

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**Employment History**

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

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(1) Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

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Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ E-mail address \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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(2) Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

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Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ E-mail address \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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(3) Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

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Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ E-mail address \_\_\_\_\_

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Your Position and Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

**Employment History Continued...**

(4) Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates of Employment: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ E-mail address \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? .....  Yes  No

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**References**

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ No. of Years Acquainted \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_  
Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Initials I hereby authorize Hyder Property Management Professionals to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

\_\_\_\_\_  
Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

**By signing this application, I further certify that I have read and understand everything contained in this application, including the at-will employment set forth above. Furthermore, I understand that I have the right to consult with an attorney prior to executing this application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

# HYDER PROPERTY MANAGEMENT PROFESSIONALS

## Maintenance Pre-Employment Test

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. As a maintenance professional, you can develop a positive relationship with residents by:
  - a. treating them with courtesy
  - b. listening
  - c. following up
  - d. gossiping
  - e. all of the above
  - f. a, b, and c
2. If an employee leaves **HYDER**, they are required to return their uniforms.  True  
 False
3. Steel-toed footwear is recommended.  True  
 False
4. Tools are to be returned to their designated place .
  - a. monthly
  - b. weekly
  - c. daily
5. Personal tools used by each service employee should be stored in the maintenance shop.  True  
 False
6. The maintenance shop is to be locked when unoccupied.  True  
 False
7. Apartments must never be left unlocked while unattended.  True  
 False
8. Employees are to wear \_\_\_\_\_ when lifting.
9. Community personnel should never keep common area keys on a key ring identifying the community.  True  
 False
10. OSHA requires manufacturers and suppliers to provide a \_\_\_\_\_ for any chemical or potentially hazardous product they manufacture or sell.
11. Lockout/Tagout Procedures require:
  - a. all machines capable of being locked to have locks installed when serviced
  - b. tags be allowed if the equipment is not capable of being locked
  - c. each property to have written energy control procedures
  - d. only the employee who installed the lockout/tagout device may remove it
  - e. all of the above
  - f. a and c only



12. If more than one person has access to the breakers, fuses, or switches, then a lockout/tagout procedure **MUST** be used.  True  
 False
13. A prospective resident is strongly influenced by curb appeal of the community.  True  
 False
14. If stopped on the grounds by a resident requesting routine service,  a. tell them you will be right over  
 b. ask them to contact the office  
 c. suggest they try to fix it first themselves
15. **HYDER** has the right to enter an occupied apartment \_\_\_\_\_.  a. at the resident's request  
 b. for an emergency  
 c. for an inspection with notice  
 d. all of the above  
 e. only b
16. It is better to use outside contractors because it takes too much time to repair items.  True  
 False
17. Preventive Maintenance:  a. controls costs  
 b. saves time  
 c. is a waste of time  
 d. all of the above  
 e. a and b
18. Apply \_\_\_\_\_ on wires to prevent corrosion.  a. putty  
 b. grease  
 c. No-A-Lox  
 d. duct tape
19. All exterior and stairway lights are to be inspected .  a. daily  
 b. weekly  
 c. monthly
20. List two ways to conserve energy on the property.  
1. \_\_\_\_\_  
2. \_\_\_\_\_
21. To conduct an energy audit for a resident, check the following:  a. door seal, window frames  
 b. furnace filters  
 c. temperature setting of the water heater  
 d. a, b, and c

**Email completed form to [jobs@hyderco.com](mailto:jobs@hyderco.com).**