



## Announcement of Open Position

### Housing Maintenance Technician

**Posted:** November 11, 2022

**Deadline:** Open until filled

**Classification:** Regular, Full Time (40 hours), Non-Exempt

**Schedule:** 8:30am to 4:30pm, Monday through Friday, On-call nights and weekends for emergencies (rotate out for weekends). *Company work vans are provided during work hours*

**COVID-19 Vaccine Expectation: Candidates must be vaccinated to be considered.**

**Salary:** \$36,000 to \$39,000, depending on experience

**Benefits:** Automatic enrollment in Pension Plan (6-8% of wages plus interest) with 20% vesting after 1 year of service, eligible to elect medical, vision, and dental coverage through Partners in Housing's employee benefits plan, eligible to elect Flexible Spending Account (FSA) for pre-tax benefits for medical/vision/dental premiums and Tax Deferred Annuities (TDAs) offered for added retirement savings

**Paid Time Off:** 14 paid holidays per year, new full-time employees accrue 10 hours of paid discretionary time off every month (accrual rate increases with length of service), also receive 8 hours of paid time for your birthday

**Position Summary:** Under the general direction of the Housing Operations Director, this position will maximize the availability and usage of Partners in Housing property inventory as a resource for our program and Partner families and minimize potential damage to the properties through inspecting, maintaining, and performing general repair on the buildings and grounds and exercising discretion and independent judgment with respect to the methods and priorities necessary to accomplish this. This position will also supervise the efforts of other staff, volunteers, and contractors.

#### Principle Responsibilities:

Full job description details and application are available at <https://partnersinhousing.org/employment-opportunities/>.

#### Education/Experience Minimum Requirements:

- High school diploma or its equivalent.
- Three years' experience doing general maintenance work involving a variety of duties, including minor plumbing, electrical, carpentry, and screen repair.
- Experience supervising other staff and contract work.
- Knowledge of and ability to use hand and power tools.
- Ability to perform the repair jobs listed under Essential Duties on job description.
- Knowledge of the professional maintenance services available in the community and how to access their services.
- Ability to complete tasks in a prompt and well-organized fashion.
- Ability to work and communicate with diverse groups in an effective and supportive fashion.
- Ability to read and understand technical material and prepare work reports.
- Ability to arrive at an appropriate price for a service or product and to plan the equipment, materials, and human resources necessary to do the job.
- Ability to work with tenants in stressful situations and diffuse their emotions so the job can be completed appropriately.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

**If interested, please visit <https://partnersinhousing.org/employment-opportunities/> and click "Apply Online Today".**

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