

Memo

To: Program Directors
From: Sarah Childress
Date: April 5, 2021
Re: Position Opening

This position is currently open. Please forward this to your employees.

JOB TITLE: Maintenance Technician

LOCATION: Cleveland, TN- Heritage Oaks, Annex, Stanford

PROGRAM: Affordable Housing

POSITION SUMMARY: Makes repairs and maintains properties for the Affordable Housing Program.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Performs maintenance duties such as minor plumbing, painting, electrical or carpentry repairs.
- Schedules and completes preventive maintenance program.
- Responds to after-hour emergency calls as needed.
- Change return air filters on regular basis and light bulbs as needed.
- Completes ground work such as grounds pick-up, sweeping and light landscaping.
- Maintains sidewalks as needed in all seasons.
- Prepares apartment for new tenant after previous tenant moves out. May involve painting, cleaning and minor repairs.

ROLE QUALIFICATIONS:

Education Requirements:

- Minimum of high school diploma or GED preferred.
- Certification of maintenance or technical training required.

Experience Requirements:

- Previous experience in light maintenance work such as plumbing, electrical, painting and carpentry repairs.
- Possess good general mechanical aptitude and prior experience in apartment maintenance.
- Must have and maintain a valid Tennessee driver's license and proof of liability insurance on automobile.
- Ability to deal tactfully with staff and tenants, make good decisions and give careful attention to work.

Other Knowledge, Skills and Abilities

- Basic use of computer preferred.

Hours and Benefits: Full-time; Non-Exempt.

To Apply: Send resume to: DCEA Human Resources, Attn: Maintenance Technician, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.