

Memo

To: Program Directors

From: Sarah Childress

Date: March 11, 2021

Re: Position Opening

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

JOB TITLE: On-Site Maintenance Technician

LOCATION: Highland Manor I & II- Monterey

PROGRAM: Affordable Housing

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

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Must live on-site in apartment provided at complex.
- 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 grounds work such as pick up, sweeping and light landscaping.
- Prepares apartment for new tenant after previous tenant moves out. May involve painting, cleaning and minor repairs.
- Must accompany pest control or other contracted service workers as needed.

ROLE QUALIFICATIONS:

Education Requirements:

- High School diploma or GED required; Associates preferred.
- Certifications 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: Part-time; Non-Exempt.

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