

# Memo

To: Program Directors  
From: Sarah Childress  
Date: April 29, 2020  
Re: Position Opening

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

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**Job Title:** Maintenance Technician

**Location:** Kingsport

**Program:** Affordable Housing

**Position Summary:** Makes repairs and maintains properties for the Affordable Housing program.

**Duties and Responsibilities:**

- Performs maintenance duties such as minor plumbing, 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.
- Cleans, sweeps, mops and empties trash in office building area. May clean gutters.
- Prepares apartment for new tenant after previous tenant moves out. May involve painting, cleaning and minor repairs.

- May accompany pest control or other contracted service workers as needed.
- Follow established safety procedures in performance of work.

**Education:**

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

**Experience and Skills 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 TN 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.
- Basic use of computer preferred.

**Hours and Benefits:** Part-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Maintenance Technician, P.O. Box 1218, Morristown, TN 37816. EOE.