

# Memo

**To:** Program Directors

**From:** Sarah Childress

**Date:** May 26, 2021

**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:** Greeneville and Kingsport

**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](mailto:awhite@douglascherokee.org).