

Memo

To: Program Directors

From: Sarah Childress

Date: June 11, 2020

Re: Position Opening

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

Job Title: Maintenance Technician

Location: Greeneville

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, 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 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.

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 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.

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.