

MAINTENANCE TECHNICIAN POSITION DESCRIPTION

REPORTS TO: Maintenance Supervisor

SUMMARY OF POSITION DESCRIPTION

This is a full time position responsible for all matters relating to the general maintenance and repairs of apartment and commercial properties.

PRINCIPLE RESPONSIBILITIES

- Engage and perform skilled maintenance and repairs.
- Refurbishing of vacant units.
- Maintain inventory for materials and supplies.
- Maintenance of equipment and tools.
- Perform emergency repairs during evening, weekends, and holidays
- Assist management in annual unit/bldg. inspections, apartment check and move in and move outs.
- Snow removal including operating the Bobcat snow plow.
- Give access to utility companies as needed.
- Performance in work for any area of the maintenance department as needed and in case of sickness of other employees or when short-staffed.
- Perform other duties as required.

QUALIFICATIONS AND SKILLS

- High school education or equivalent.
- Valid driver's license and work vehicle. Truck or cargo van preferred.
- Considerable knowledge and experience in building construction and maintenance including but not limited to plumbing, HVAC, electrical and carpentry.
- Personable and trustworthy; ability to work with persons of all backgrounds.
- Concern for work safety.
- Ability to supervise and motivate others.
- Pass a criminal background check and drug test.

PHYSICAL DEMANDS

Ability to operate a motor vehicle or equipment such as: Bobcat, snow plow and landscaping equipment. May require reaching, standing, walking, climbing and the ability to lift or move objects up to 40lbs.

WORKING CONDITIONS

Availability for extended hours during peak periods and working during evening/weekends. Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since

no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

DSCDO is an Equal Opportunity Employer and is particularly committed to recruiting women and minorities.

COMPENSATION

- Annual Wage commensurate with experience - \$30,000-\$35,000
- Healthcare coverage and disability insurance provided
- Employer contribution to 403(B) retirement plan