

CLEVELAND HOUSING NETWORK, INC.

Occupied Maintenance Technician

REPORTS TO: Occupied Properties Manager- Maintenance

POSITION SUMMARY: This position is responsible for the overall maintenance of single family occupied homes throughout the city of Cleveland that are owned and managed by the Cleveland Housing Network (CHN). Including the general repairs of the following; electrical, plumbing, flooring, carpentry, siding, windows, screens, roofs, gutters, drywall, HVAC trouble shooting, interior/ exterior painting, concrete, yard clean up and tree trimming of the occupied homes.

RESPONSIBILITIES:

- Responds quickly and courteously to work order request for maintenance services, troubleshooting the source and taking appropriate action to repair and or restore service by providing quality workmanship within the time standard established.
- General Maintenance repairs such as general demolition, clean out, electrical, plumbing, flooring services, carpentry, siding, windows, screening, roofing, gutters, drywall, HVAC trouble shooting, interior/ exterior painting, concrete, yard clean up and tree trimming.
- Delivering high customer service to CHN residents while following all CHN policies.

QUALIFICATIONS:

- Five to ten years of past experience in general property maintenance or construction
- Must have your own tools
- Must be very detail and deadline oriented
- High School Diploma or equivalent
- Must have reliable transportation an acceptable attendance record
- Embodies staff enthusiasm, team work, and professionalism
- Able to lift 50+ lbs
- Ability to give high level of Customer service
- Ability to work independently; strong work ethic
- Organizes task and manages time effectively. Works to meet deadlines.

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to sdurda@chnhousingpartners.org or via mail to Cleveland Housing Network, 2999 Payne Avenue, Human Resources Cleveland, OH 44114

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