

CHN Housing Partners

Multi-Family Maintenance Technician/ Custodian

REPORTS TO: Property Manager

POSITION SUMMARY

This position is responsible for ensuring that all general maintenance issues are addressed and that the property is maintained to meet CHM Housing Partners standards. The Maintenance Technician/Custodian will work closely with the property manager and other support staff to reach the goal of providing decent, safe and affordable housing.

RESPONSIBILITIES

- Maintain all landscaping, cut grass, trim hedges and maintain general overall appearance of lawn and exterior of building.
- General maintenance which includes; plumbing, electrical outlets and fixtures, painting and some carpentry. Maintaining all common and staff area walls, ceilings, flooring, furniture, fixtures, on a regular basis by using such methods as emptying containers, restocking supplies, dusting, washing, picking-up, vacuuming, sweeping, mopping, stripping and/or waxing, buffing and steam cleaning.
- Responsible for preparing vacant units for occupancy within 5 days. Set up and tear-down community room for personal/property related events.
- Responsible for maintaining general maintenance inventory.
- Report any interior/ exterior maintenance issues or concerns to property manager in a timely manner.
- Be able to report to work within 30 minutes in case of an emergency while on call.

QUALIFICATIONS:

- 3-5 years of past experience in general maintenance service for a multifamily building with background in plumbing, carpentry and electrical repairs.
- 3 years experience in prepping, painting and making minor wall repairs.
- High school diploma or equivalent.
- Customer service orientation. Ability to work with diverse populations.
- Ability to work independently; have good work ethic.
- Able to lift 50+ pounds.
- Must have access to a reliable and insured automobile and your own tools.

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