

**CLEVELAND HOUSING NETWORK, INC.**

**Maintenance Tech-Property Management Department**

**REPORTS TO:** Property Manager

**POSITION SUMMARY:** This position is responsible for the overall maintenance of a multi- family complex and all areas related to the day-to-day maintenance operations of an apartment community managed by CHN housing Partners.

**RESPONSIBILITIES:**

- Responds quickly and courteously to residents and management 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 for the community.
- General Maintenance repairs such as showers, sinks, appliances, doors/cabinets, walls and building exteriors.
- Maintaining all common areas flooring on a regular basis by using methods such as picking-up, vacuuming, sweeping, mopping, stripping and /or waxing, buffing and steam cleaning.
- Responsible for make ready of vacant units within five days to prepare for new resident move in.
- Have a working knowledge of HVAC and Plumbing Systems. Be able to maintain, repair or the ability to communicate to contract outside source when needed
- Verification that third party work has been completed to the satisfaction of CHN Real Estate Services LLC standards.
- Deals with unexpected situations (e.g., accidents) follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, and body fluids.
- Schedule and complete preventative maintenance program
- Maintain all common areas walls and ceilings on a regular basis by using methods such as dusting and washing. Maintain the changing of all lighting equipment in the common areas of the building.
- Responsible for maintaining general maintenance inventory and report any interior/exterior maintenance issues or concerns to property manager in a timely manner.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Minimum 5 years of combined maintenance and custodial experience
- Must have reliable transportation an acceptable attendance record
- Embodies staff enthusiasm, team work, and professionalism
- Good working knowledge of types of cleaning agents and their applicability
- Able to lift 50+ lbs
- Experience in general labor/home maintenance and repair with background in plumbing, carpentry and electrical repairs a definite plus in this position
- 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
- Outstanding attention to detail

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