CHN HOUSING PARTNERS
Maintenance (Zone) Technician

REPORTS TO: Assistant Director of Maintenance

POSITION SUMMARY
We are looking for a thorough Maintenance Technician to undertake the responsibility to preserve the good condition and functionality of CHN Housing Partners’ single-family homes that are scattered throughout the city of Cleveland. You will perform maintenance tasks of great variety such as painting, HVAC trouble shooting, landscaping etc. A Maintenance Technician is a thorough professional with a practical mind and attention to detail. The ideal candidate will be able to work independently while completing their work orders.

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.
• Delivering high customer service to CHN diverse residents while following all CHN policies.
• 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.

Qualification:

• Proven experience as a Maintenance Technician with a minimum of 5 years of experience
• Working knowledge of tools, common appliances and devices
• Manual dexterity and problem-solving skills
• High school diploma or equivalent; Certificate in HVAC, building maintenance technology or relevant field will be a plus
• Must be very detail and deadline oriented
• Must have reliable transportation an acceptable attendance record
• Ability to give high level of Customer service
• Organizes task and manages time effectively. Works to meet deadlines.
• Able to lift 50+ lbs
• Embodies staff enthusiasm, teamwork, strong work ethic and professionalism
• Must have a valid driver’s license, access to a vehicle and insurance

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M/F/V/D/EOE