



## JOB DESCRIPTION

Job Title: Maintenance Technician  
Reports To: Property Manager

Status: Non-Exempt  
Department: BHCM

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**Position Summary:** Responsible for performing interior and exterior maintenance and repair duties that provide BHC residents a safe and comfortable residence.

### **Primary Duties**

- Perform interior and exterior maintenance and repair duties that provide BHC community members a safe, comfortable residence.
- Respond to service calls promptly (generally 24-hour turnaround time) or immediately if an emergency, to repair and maintain buildings, fixtures, resident spaces, electrical and mechanical equipment, appliances, and grounds for safe and appropriate functionality.
- Repair or replaces electrical switches, outlets, and light fixtures, and performs other basic electrical work.
- Repair or replace appliances as necessary.
- Assist with or performs HVAC and refrigeration repairs.
- Complete plumbing repairs such as dripping faucets, leaking pipes, stopped up drains.
- Perform carpentry work such as hanging drywall, sanding and staining cabinets and counter tops, repairing windows, doors, and molding.
- Install, repair, finish and paint drywall and other surfaces.
- Lay and repair tile as needed.
- Ensure lights are in working order, tripping hazards and other safety concerns are immediately repaired.
- Maintain exterior grounds, gardens, and other areas as assigned around the property, including recreation and swimming pool areas.
- Repair fences and service vehicles.
- Responsible for appropriately storing and securing facilities/maintenance equipment, chemicals or gasoline properly after use, and locking devices (doors, windows, mailboxes).
- All other duties as assigned by management

### **Minimum Educational & Experience Requirements**

- High School diploma or equivalent (GED)
- Previous maintenance experience at a multi-unit property
- Formal vocational training in one or more trades (HVAC, Electrical, Mechanical, Construction, Plumbing) preferred

### **Minimum Skill Requirements**

- Effective verbal communications
- General knowledge of maintenance functions- carpentry, plumbing, electrical, HVAC
- High degree of customer focus
- Must own basic hand tools

### **Physical Demands**

In terms of an 8-hour workday, “occasional” equals 1% to 33%, “frequent” equals 34% to 66% and “continuous” equals 67% to 100%. However, some duties are performed monthly, annually or sporadically throughout the year and are essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Continuous lifting, stooping, bending and climbing to make repairs
- Frequent climbing stairs or navigate uneven, rough, or rocky ground
- Frequent lifting up to 50 pounds
- Continuous working with a variety of common hand and power or motorized work tools
- Frequent travel by car to meetings and BHC properties
- Continuous moving about the property
- Frequent verbal communication in person and via phone

### **Work Environment**

- Frequent risk of electrical hazards
- Occasional exposure to mold
- Frequent exposure to seasonal weather and associated temperature fluctuations
- Frequent exposure to noise, dust, or commonly present environmental chemicals or fumes
- Continuous moderate to loud noise
- Frequent working with others
- Continuous working alone

Experienced applicants: email resume to [recruiting@betterhousingcoalition.org](mailto:recruiting@betterhousingcoalition.org)