



POSITION: MAINTENANCE TECHNICIAN

Housing Opportunity Development Corporation is a community-based nonprofit affordable housing developer whose mission is to develop, preserve and manage affordable housing for low and moderate income households primarily in Chicago's northern suburbs. Founded in 1983, HODC manages a growing portfolio of 18 affordable rental properties with over 400 units.

Basic Function: The Maintenance Technician is responsible for assisting with maintaining all of HODC's rental properties by providing maintenance, upkeep, cleaning, make-ready, painting and other services for the properties.

Status: Reports to Maintenance Manager. Full-time.

Responsibilities: The Maintenance Technician is responsible for assisting with maintaining the physical integrity of all HODC rental properties at all times. This involves ensuring a clean and well-maintained living environment for residents, visitors and staff. It is the Maintenance Technician's duty to help identify and correct any and all problems involving all properties. An effective program of maintenance is essential in order to maintain a clean and well-maintained environment, cultivate resident satisfaction, and protect the property investment.

Maintenance

- Help diagnose and perform maintenance and repairs on a daily basis involving all building systems including but not limited to: electrical and plumbing, a/c and heating, boilers and furnaces, hot water heaters and tanks, appliances, stairs, fences, flooring, tile, carpet, patios, balconies, railings, roofing, gutters, flashing, fasteners, interior/exterior lighting, electrical and plumbing fixtures, ceiling fans, gas fixtures and appliances, doors, cabinets, windows, sliding glass doors, door locks, access control systems, ceilings, walls, etc.
- Perform minor and routine maintenance on a regular basis.
- Complete all work orders in a timely manner.
- Perform miscellaneous maintenance such as changing filters, installing a/c units, installing light bulbs, installing smoke detector batteries, lubricating heating systems and wind turbines
- Paint interior and exterior of building including units and common areas.
- Change locks, make keys and maintain entry systems.
- Repair and replace windows, screens, sliding glass doors, etc.
- Maintain all tools in excellent condition.
- Help maintain adequate inventory of spare parts and maintenance materials to handle most common repairs and situations.
- Perform any additional maintenance duties assigned by property manager or supervisor.

Cleaning

- Clean and maintain common areas and floors including vacuuming, sweeping, mopping, buffing, dusting, washing entrance windows and doors, cleaning entrance runner carpets, etc.
- Pick-up discarded mail, flyers and rubbish regularly at each property to keep areas tidy.
- Clean laundry areas and equipment regularly to keep neat at all times.

- Keep trash dumpster/compactor areas clean at all times including transferring trash and other items left outside of dumpster into dumpster.
- Clean and touch-up paint interior hallway and common area walls annually and as needed.
- Strip and wax vinyl hallway floors annually.
- Ensure that storage areas remain clean and maintained as well as locked when not in use.
- Perform other cleaning services as necessary to maintain all properties in a clean and sanitary manner inside and out.

Make Ready

- Paint and clean vacated apartments and complete required repairs needed for occupancy.
- Ensure that all unit turnover cleaning, repairs and services are completed correctly and on-time.
- Remove trash from vacated apartments including all abandoned furniture, trash, boxes, etc.
- Perform other duties necessary to get units ready for new occupants.

Preventative Maintenance

- Help implement a preventative maintenance schedule for all properties.
- Perform preventative maintenance work in a timely manner for all buildings.
- Conduct regular inspections of buildings and grounds including exteriors and interiors, roofs, yards, garages, hallways, common areas, heating/cooling systems and equipment, etc. and document or take action to correct any hazardous conditions.
- Perform other duties necessary to prevent future maintenance issues.

Grounds

- Physically walk each property at least weekly and remove litter, debris, cigarette butts and pet droppings from the grounds.
- Keep all property grounds maintained on a seasonal basis including mowing lawns, raking leaves, sweeping sidewalks, shoveling snow, etc. in a timely manner.
- Maintain all plantings, flowers, shrubs and landscaping areas seasonally.
- Clear all gutters annually and as needed.
- Perform other duties necessary to keep property grounds attractive and well-kept.

Resident Services

- Help maintain accurate records regarding preventative maintenance, service requests, expenditures, apartment make-ready status, work-in-progress, etc.
- Report any major repairs and requisitions to manager prior to major expenditure of funds.
- Report possible illegal activities, extreme housekeeping issues, hoarding, and issues that could be hazardous to the tenant, neighbors or building.
- Open doors for lockouts
- Move heavy appliances and equipment to/from storage areas and apartments as needed.
- Accompany management staff on unit inspections.
- Accompany subcontractors on major projects and inspectors, technicians and exterminators throughout the year.
- Help distribute communications to residents such as pest control notices, memos or newsletters.
- Perform other duties necessary to provide excellent customer service to residents and staff.

Qualifications:

- At least 2 years of experience in property maintenance or equivalent field required.
- Previous experience with government-assisted housing programs (REAC, HUD, IHDA) preferred.
- Knowledgeable and skilled in the safe use and care of maintenance and landscaping tools.
- Bright and dynamic individual with hands-on experience.

- Demonstrated ability successfully maintain affordable housing and performing day-to-day tasks including making repairs, cleaning, unit turnover, landscaping and painting.
- Flexibility, positive attitude, team orientation and willingness to learn required.
- Physically able to bend, stoop, squat, kneel, perform routine maintenance and repairs, pick up tools and equipment, climb stairs, climb ladders, and lift and carry heavy loads.
- Good verbal, written and customer service communication skills are essential.
- Computer proficiency (MS-Word, Excel, and Outlook) is a plus.
- Familiarity with OneSite or other property management software preferred.

Salary: Commensurate with experience

HODC IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Updated: March 2021

