

Community Action Program, Inc. of Western Indiana Job Description

Position: Maintenance Technician
Immediate Supervisor: Property Manager
Supervisory Responsibility: None
Job Base: Central Office
FLSA Status: Non-Exempt
Classification: 6
Effective: January 24, 2023

General Summary of Position:

Primarily responsible for providing support and assistance in maintaining repairs to the properties along with other Housing Division and agency owned properties. Duties to be performed involve the application of well-developed technical competencies and/or program related experience.

Essential Functions:

1. Work in cooperation with other Housing Division staff in the maintenance of Agency owned apartments, properties, and facilities. Complete work orders and list specific needs.
2. Primarily responsible for effecting emergency and preventative maintenance of Agency owned apartments, properties, and facilities.
3. Getting vacated units inspected, documented, and ready for rent.
4. Be available during limited hours for emergency calls from tenants.
5. Maintain professional attitude and rapport with co-workers, clients, business associates and the public in general.
6. Complete all reports and forms that may be required both in-house and by project funding sources.
7. Perform accurate and detailed inspections periodically for the housing division according to program specific requirements.

8. Conduct client education when required and/or requested.
9. Responsible for effective management of assigned tasks.
10. Other duties may be assigned depending upon Agency need and demonstrated capabilities.
11. Adhere to all applicable policies and procedures in support of all programs according to Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Must possess basic knowledge and physical stature to perform tasks related to basic housing construction including electrical, HVAC, water heater, general carpentry, and basic plumbing.
2. Must possess organizational skills to ensure maintenance of accurate records and appropriate documentation.
3. Must coordinate duties requiring some degree of discretion and judgment.
4. Must be a self-motivated individual who works well independently and without direct supervision.
5. Must possess a valid driver's license and carry liability insurance on personal vehicle and provide documentation of such upon request.
6. Must attend trainings in new or expanded areas of Weatherization and/or housing concerns, some which may require overnight travel.
7. Must have flexibility of movement to stoop, bend, climb 6 to 30 feet, operate machinery and power tools, and lift 50 pounds.

8. Job requires working outdoors year around, extreme temperatures of summer and winter included.
9. Qualified individuals should have no fear of heights or working in cramped, confined areas.