



Transforming Parents' Lives. Improving Children's Futures.

Maintenance Technician

Summary/objective:

Maintenance technicians perform repairs and upgrades that keep the interior and exterior of apartment communities in first-rate condition. Daily responsibilities include electrical and plumbing repairs, or painting and grounds maintenance work. Sometimes may be called if for emergency situations.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

Repair Plumbing Fixtures

- Repair issues with plumbing systems. Replace or install faucets, toilets, and hot water tanks. Fix garbage disposals, dishwashers, which are all affected by plumbing issues.

Electrical Repair

- Electrical repair and replace power switches, fuses, and wall sockets. Troubleshoot electrically powered appliances such as ceiling lights, ceiling fans and garage doors.

Painting and Drywall Repair

- Paint and/or touch ups and damage repair on walls. Repairing drywall to fill in small holes and cover up normal wear and tear. When renters change apartment units, add a fresh coat of paint to get the apartment ready for a new tenant.

HVAC Repair

- Responsible for fixing heating, ventilation, and air conditioning (HVAC) systems. When these systems fail, notify residents or replace an HVAC system.

Managing Property Exterior Appearance

- Responsible for helping the complex maintain an attractive appearance at all times. Address many aspects of community presentation, including picking up trash and fixing any needed outdoor repairs. Maintain grounds by mowing, pulling weeds. Removing leaves, trimming trees and maintaining sprinkler systems.
- Other key functions, may include repair or operation of freezing windows, fitting doors, replacing and building shelves, repair of concrete, masonry, roof, fencing, sanding, etc.

Minimum Requirements:

- High school diploma or GED preferred. Appropriate licensing and trade certification(s)
- At least two years' prior experience in a maintenance related field.

Required/Preferred education and/or experience:

- Apartment complex maintenance experience.
- HVAC or EPA technician certification
- Asbestos certification preferred.

Salary & Benefits: \$25 - \$28 per hour. Attractive benefit package including medical, dental, and vision insurance as well as a company contributed Health Savings Account and a Flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Maintenance Technician**.

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.