



Founded 1973

Old bricks
Faith in people
Preserving community

Clinton Housing Development Company

DOMICILED MAINTENANCE WORKER

NATURE OF WORK

The Domiciled Maintenance Worker provides repairs and maintenance services to CHDC owned and managed buildings, in-house rehab projects and other repair and maintenance assignments as needed. This person also serves as the primary contact for emergency building maintenance issues.

KNOWLEDGE, SKILLS, AND ABILITIES:

Maintenance Worker Duties

- Perform painting, carpentry, sheetrock and masonry work in CHDC owned and managed buildings
- Perform minor plumbing & electrical repairs using appropriate hand, power and specialty tools
- Replace or repair inoperable appliances
- Follow safety standards when working with multiple services, tools, and equipment
- Communicate orally and in writing with co-workers, contractors and vendors
- Cover annual on-call emergency rotation, approximately 5 weeks per year

On Site Duties

- Conduct daily site inspections of domiciled location, submit daily site inspection report
- Accept deliveries and/or pick up materials and equipment when requested by Field Supervisor
- Respond to off hour emergencies, as directed by Field Supervisor or Director of Maintenance

MINIMUM QUALIFICATIONS

Education & Experience

3-5 years of experience in building construction, maintenance and repair
Knowledge of the methods, materials, tools, and equipment used in buildings and construction trades
Technical training in building maintenance or construction through an accredited technical school or college/university preferred

Knowledge, Abilities and Skills

Familiarity with all types of apartment repairs and rehabilitation projects. Spanish speaking a plus.

REPORTS TO

Maintenance Field Supervisor

MANAGES

None

SALARY

\$42,000 to \$47,000 total compensation includes a 2 bedroom apartment in Midtown Manhattan (annual base salary at \$30,000 to \$35,000 and housing valued at \$12,000).

Send resume and covletter to applications@clintonhousing.org.

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