



JOB NOTICE

Maintenance Technician

The Maintenance Technician is a position under the supervision of the Manager of Property and Sales. He/she has responsibilities in the following primary areas: (1) Maintenance of rental properties; (2) Landscaping; (3) Resident education. Excellent customer service skills; strong communication skills; good administrative skills and computer literacy required. A commitment to maintaining high quality affordable housing is essential.

High School Diploma and valid NC Drivers License required. Background check required.

Individual should have at least two years of experience in providing maintenance services for single-family and multi-unit rental properties and working knowledge in the following areas:

- Basic carpentry, plumbing, HVAC, and electrical.
- Vinyl floor installation and/or repair;
- Painting and sheetrock repair;
- Lawn Maintenance

Responsibilities include:

MAINTENANCE

- Respond to routine calls for maintenance from DCLT residents.
- Perform regular maintenance inspections of all DCLT rental property
- Perform or manage necessary repairs generated from service calls or inspections.
- Routinely perform lawn care and maintenance for DCLT properties.

RESIDENT EDUCATION

- Perform initial walk-through and punch list items with new residents.
- Provide new homebuyers orientation for DCLT residents.
- Provide ongoing home maintenance education to DCLT residents.

OTHER

- Perform other tasks as assigned by the Manager of Property and Sales.

Salary and Benefits

Position works 30 hours/week within a 5-day work week. Compensation of \$35,000 annually
Competitive Benefits Package.

To Apply -Send your resume with cover letter to:

Email: marcia@dclt.org Fax: 919-489-3974

Mail: Maintenance Technician, DCLT, 1208 W. Chapel Hill Street, Durham, NC 27701

NO PHONE CALLS PLEASE

Deadline for applying –September 17, 2018 @ 5:00PM.