

**Taylor Housing Commission
Maintenance Worker
Job Announcement**

OVERVIEW: Work under the Direction of the Property Manager and Executive Director to perform all routine building and grounds maintenance.

Essential Job Duties:

- 1) Routine Daily Janitorial Duties; Removal of snow from sidewalks and pathways, including spreading of snowmelt/salt, and other snow removal detail.**
- 2) Keep outside of building free of trash and debris
- 3) Unit turns, including paint, minor maintenance, repairs and cleaning
- 4) Be on call for emergencies as needed.
- 5) See that trash is ready for pick up as needed.
- 6) Assist in preparation of maintenance records as needed
- 7) General maintenance and janitorial responsibilities**
- 8) Some electrical, plumbing and HVAC maintenance/repair.
- 9) Meet regularly with Property Manager and/or E.D. to insure that tenant concerns and building needs are addressed
- 10) Keep E.D. and Property Manager abreast of all problems.

NON-Essential job duties:

Perform all tasks as assigned by the E.D and Property Manager to ensure a smooth and efficient operation of the office and building pertaining to the business and welfare of the residents and other employees.

*These job duties and descriptions are not intended to be an all-inclusive list. You may perform other duties as needed to meet the ongoing needs of the Taylor Housing Commission.

Qualifications:

3 – 10 years of Maintenance experience required. Formal Maintenance training and or certifications preferred. Associates degree preferred.

Preference in hiring will be given to qualified Section 3 residents of Wayne County.

Pay range: \$12 to \$15 per hour based upon qualifications, with benefits.

Email resume to: johnc@taylorhousing.org