

JOB DESCRIPTION

TITLE: Apartment Maintenance Manager – Mitchell and Orleans area

STATUS: Non-Exempt

REPORT TO: Director of Community & Housing Development (or designee)

PREFERRED QUALIFICATIONS:

High School Diploma or Equivalent. Reliable transportation. Minimum two to four years experience in remodeling/renovation work or carpentry/construction work. Valid Indiana Driver's License and auto insurance.

KNOWLEDGE, SKILLS, ABILITIES:

1. **SKILLS**

- a. Good communication skills (both verbal and written)
- b. Good general maintenance skills for electrical, HVAC, plumbing, and general construction.

2. **ABILITIES**

- a. Evaluate maintenance needs and estimate cost and quantity of work to be done.
- b. To detect deficiencies within building and grounds and take necessary action.
- c. Good analytical abilities.
- d. Ability to work unsupervised.

3. **DUTIES**

- a. Estimating needs for each maintenance request to be performed.
- b. Keeping accurate records of all paperwork.
- c. Fulfill all maintenance requests.
- d. Work with assigned contractors for work beyond the scope of in-house expertise.
- e. Abiding by Personnel Policies and Procedures of HUEDC.
- f. Perform grounds and landscape maintenance and trash pick-up.
- g. Perform monthly HVAC inspections and filter replacements.
- h. Perform all other duties as assigned by supervisor.
- i. Assist with periodic apartment inspections.
- j. Develop maintenance schedule for the facility.

July 2013

