



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

Building Maintenance Technician

Position Overview

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. We are currently seeking a Building Maintenance Technician to join our team! You will be responsible for completing work orders, unit turnovers, and general maintenance of CPAH's affordable rental housing.

Responsibilities:

- Complete work and repair orders in a timely fashion
- Conduct unit turnover
- Perform routine preventive maintenance
- Conduct Housing Quality Standards inspections
- Estimate time and extent of repairs
- Oversee work performed by outside contractors as necessary
- Maintain material and supply inventory
- Provide professional, prompt, and courteous correspondence with tenants and vendors

Qualifications:

- High School degree or equivalent required
- Valid driver's license and reliable transportation required
- A minimum of three years' experience in maintenance or other related field
- Must be organized to complete all maintenance requests promptly and efficiently
- Persistent with good follow through and ability to work independently
- Deadline and detail-oriented
- Strong interpersonal skills and the ability to communicate with tenants effectively and compassionately
- Proficiency with computers and ability to learn new technology
- Possess a passion for CPAH's mission
- Ability to handle physical workload

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. Alternative work schedules may be approved by the President. Competitive salary \$50,000 - \$55,000, commensurate with experience. CPAH offers a generous benefits package including vacation and sick time, medical, dental, vision, disability, life, and matching 401(K) retirement program.

To Apply

Send resume and cover letter to kvancrey@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

