



**Job title:** Building Maintenance Technician  
**Reports to:** Director of Real Estate Management  
**Position classification:** Full time, 37.5 hours per week

### **Job purpose**

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. The Building Maintenance Technician is responsible for day-to-day maintenance of CPAH's affordable rental housing. S/he performs general maintenance and repairs and unit turnover.

### **Duties and responsibilities**

#### Painting and Drywall

- Repair and replace damaged drywall.
- Prime and paint interior of units and occasional exterior trim.

#### Plumbing

- Repair and replace plumbing items such as faucets, toilets, pipes, and hot water heaters.
- Repair minor plumbing issues and clogs and perform rodding when necessary.
- Troubleshoot plumbing issues and oversee plumbers when making a significant repair or replacement.

#### Electrical

- Repair minor electrical problems such as power switches, fuses, GFCI's, wall sockets, lights, fans, and appliances.
- Troubleshoot electrical problems and oversee electricians when making a significant repair or replacement.

#### HVAC

- Troubleshoot and repair minor HVAC problems and oversee HVAC contractors when making a significant repair or replacement.
- Perform routine HVAC maintenance such as replacing filters and cleaning A/C units.

#### Property Exterior

- Perform various exterior repairs, as needed.
- Assist with periodic grounds maintenance and trash removal, as needed.

#### General

- Complete annual inspections to ensure homes are HQS complaint.
- Develop and implement a preventative maintenance plan.
- Assist with annual repair and maintenance budgeting for CPAH's properties.
- Complete general repairs and unit turnovers.
- Perform other duties as assigned by the Director of Real Estate Management.

### Customer service

- Provide professional, prompt, and courteous correspondence with tenants and vendors.
- Serve as the 24/7 contact for emergency repairs.

### **Qualifications and characteristics**

- High School degree or equivalent required.
- Valid driver's license and reliable transportation required.
- A minimum of three years' experience in similar role.
- Must be organized to complete all maintenance requests promptly and efficiently.
- Persistent with good follow through and ability to work independently.
- 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.

### **Scheduling and 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 \$47,000 - \$50,000, 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 cover letter, resume and salary requirements to [kvancrey@cpahousing.org](mailto:kvancrey@cpahousing.org)

*CPAH is committed to the principle of equal employment opportunity. All qualified applicants and staff receive consideration for employment and promotion without regard to race, color, national origin, ancestry, religion, creed, age, disability, unfavorable military discharge, familial or marital status, sex, sexual orientation or gender identity.*

