

Building Maintenance Technician II

Position Overview

CPAH is a leading nonprofit organization committed to providing housing and services that empower residents to secure and retain high-quality, affordable housing. The Building Maintenance Technician II is responsible for the day-to-day maintenance, repair, and preventative servicing of building systems and residential units at Eve B. Lee Place, a 34-unit affordable senior housing development with integrated commercial office space. This role ensures the property remains safe, functional, and compliant with all requirements, while delivering high-quality service to residents. The role will also assist CPAH's existing Building Maintenance Technician with maintaining and servicing the organization's scattered-site residential real estate portfolio on an as-needed basis. This may include supporting maintenance requests, unit turnovers, inspections, preventative maintenance, and minor repairs at other affordable housing properties owned or managed by CPAH throughout Lake County and northern Cook County. The position requires flexibility, strong problem-solving skills, and the ability to work collaboratively across multiple properties and building systems. We value diverse perspectives and encourage candidates from historically underrepresented backgrounds to apply.

Key Responsibilities

1. Building Systems Maintenance

- Perform routine inspection, maintenance, and troubleshooting of HVAC systems, plumbing systems, electrical systems, fire protection systems, and elevator systems.
- Monitor mechanical equipment and identify potential issues before failures occur.
- Maintain system logs, service records, and preventative maintenance schedules.

2. Unit Turnover & Interior Repairs

- On an as-needed basis prepare apartment units for new residents, including painting, drywall repair, flooring repairs, appliance troubleshooting, and fixture adjustments.
- Respond to resident work orders in a timely and professional manner.

3. Preventative Maintenance Program

- Execute a structured preventative maintenance plan for the building and systems.
- Conduct routine inspections of amenity spaces and exterior grounds.

4. Life Safety & Compliance

- Assist with inspections and testing of fire alarm systems, sprinkler systems, emergency lighting, and backup power systems.
- Ensure compliance with local building codes, life safety requirements, and regulatory standards.

5. Grounds & Exterior Maintenance

- Coordinate with CPAH approved vendors and third-party contractors to maintain sidewalks, parking areas, landscaping coordination, fencing, and site lighting.
- Perform occasional seasonal maintenance such as snow removal coordination.

6. Vendor & Contractor Coordination

- Coordinate with third-party contractors for specialized repairs and inspections.
- Track warranties and service agreements for building systems.

7. Customer Service & Resident Relations

- Provide responsive, respectful service to CPAH residents.
- Support a clean, safe, and welcoming living environment.

Qualifications

Required

- 5+ years of experience in building and property maintenance, or facilities management.
- Working knowledge of HVAC, plumbing, electrical systems, and carpentry repairs.
- Ability to diagnose and troubleshoot maintenance issues independently.
- Strong organizational and communication skills.
- Valid driver's license.

Preferred, but not required

- Experience with affordable housing, senior housing, or multifamily properties.
- EPA Certification (HVAC refrigerant handling).
- Experience with VRF systems or modern energy-efficient building systems.

Physical Requirements

- Ability to lift 50+ pounds.
- Frequent standing, walking, climbing ladders, and working in mechanical spaces.
- Ability to respond to on-call maintenance emergencies if required.

Compensation & Schedule

CPAH's standard office hours are Monday through Friday 8:30am-4:30pm. On-call rotation may be required. Competitive salary of \$65,000 - \$70,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

To Apply

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

Why This Role Matters

Eve B. Lee Place is more than housing—it is a regional hub for affordable housing services and senior living. This role is critical to ensuring that both the residential community and the integrated service space operate safely, efficiently, and with dignity for residents.

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.