

Job Description
CASA
Maintenance Technician

CASA is a non-profit agency whose mission is to develop, own and manage decent, safe and affordable housing in the Triangle Region for persons of low wealth, especially those with disabilities, veterans, and homeless.

The Maintenance Technician is a member of the Property Management Team and works under the direct supervision of the Facilities Director.

Position requirements:

This is a full time position, 40 hours per week. A qualified applicant must have a minimum of 3 years' experience as a maintenance technician. Experience and knowledge with electrical, plumbing, carpentry, appliance repair, and HV/AC repair, painting and general repairs required. Must be able to lift up to 70 lbs and perform essential physical functions required by the job. Must possess and maintain a valid NC Driver's License. Must have a clear understanding of fair housing rules and regulations, or be willing to learn them, and abide by the regulations set forth. Experience with a property management software system is preferred, but not required.

Specific responsibilities include the following:

Maintenance Work:

- Work closely with the Facilities Director & Lead Maintenance Technicians.
- Perform make readies as required and provides quality work for all make readies as assigned. Including, but not limited to painting, plumbing, electrical and general repair.
- Perform scheduled preventative maintenance.
- Complete work orders with quality work, and in a timely manner, as directed by the Facilities Director/Lead Maintenance Technicians.
- Perform work required on move in checklists and inspection reports.
- While performing a maintenance task, also assess a unit for preventative issues: leaks, water damage, lighting, etc. Then take corrective follow up action.
- While onsite report any grounds or potential safety/building issues to the Facilities Director/Lead Maintenance Technicians.
- Respond to emergencies as assigned, throughout the workday.
- Provide after hours on call coverage as required.
- Coordinate and inspect work by vendors on particular jobs when directed by the Facilities Director/Lead Maintenance Technicians.
- Perform move out/final move in inspections as directed by the Facilities Director/Lead Maintenance Technicians.
- Perform any other required inspections as directed by the Facilities Director.
- Make recommendations for repairs and long term maintenance of properties.
- Maintain good communication with Property Management Team and tenants.
- Communicate throughout the day about the status of scheduled and assigned work.
- Display strong customer service skills.
- Maintain organized work area and supplies.

- Coordinate priorities with Facilities Director/Lead Maintenance Technicians based on tenant, inspection and pre-lease information.

General:

- During times of staff shortages, inclement weather or other emergencies, the Maintenance Technician, like all CASA employees, is expected to be flexible and may be required to perform tasks not specifically in keeping with the aforementioned job responsibilities.
- Other tasks assigned by the Facilities Director and/or Management Team.