



## Maintenance Technician Job Description

**Overview:** Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

**Position:** The Maintenance Technician performs repairs and preventative maintenance on a growing portfolio of 400+ scattered site single family homes, 2 multifamily senior living buildings with 95 apartments, and 5 commercial buildings.

Make Ready: perform repairs and maintenance of vacant units per Beyond Housing protocols and standards

- Secure home: change locks, install alarm, prepare scope of work
- Schedule vendors: trash out, paint, floor replacement, skilled repairs if needed
- Prepare for occupancy: complete repairs per scope and codes, schedule occupancy inspection

Daily Work Orders (dispatched electronically):

- Communicate with residents before and after completion
- Provide excellent customer service to residents
- Log detailed notes in database
- Complete urgent/priority work orders before close of business
- Complete non urgent work orders in order received

Preventative Home Maintenance: complete semi-annual home inspections to ensure proper system operations

- Inspect all HVAC, plumbing, and appliances
- Clean gutters/downspouts, trim tress away from roof, powerwash home
- Exterminate interior and exterior
- Perform repairs and maintenance per protocols and standards

### **Qualifications:**

- High school diploma or GED required

- EPA certification required, or in progress with 6 month completion
- 2 years experience in maintenance and/or similar field required

**Skills & Attributes:**

- An above average knowledge of electrical, plumbing, carpentry, and mechanical systems
- Proficient use of computer technology and/or electronic work order system
- Ability to problem solve and work independently
- Professional verbal and written communication
- Highly motivated for advancement within a growing organization

**Position Requirements:**

- Ability to perform physical labor, operate tools and machinery, and lift at least 80 lbs.
- Ability to work in wet, damp, hot, cold, or dusty places
- Ability to stoop or kneel in order to gain access to work areas
- Must respond to 24 hour maintenance emergencies during evening, weekend, and holiday hours based on department rotation schedule
- Valid class E license and clean driving record required

**Supervisor:** Maintenance Manager

**Salary and Benefits:**

- Full-time hourly position with benefits for full-time position as determined in current Beyond Housing Employee Handbook
- \$22-25/hour

**Application Instructions:**

Please send resume, cover letter, and salary expectations in MS Word format to [HR@beyondhousing.org](mailto:HR@beyondhousing.org)

***Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.***

---

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.***

**ADA** – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

**Diversity & Inclusion Statement:** At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.