

HISPANIC HOUSING DEVELOPMENT CORPORATION- BUILDING MAINTENANCE

The **Maintenance Person** is responsible for keeping exteriors, common areas, vacant units, sidewalks, and alleyways of property clean and safe. This position will also be expected to assist in other types of basic maintenance when necessary. Maintenance Employees will also be expected to know and uphold safety policies while on the job.

ESSENTIAL JOB FUNCTIONS INCLUDE:

- Complete tasks (Work Orders), as assigned by the maintenance supervisor.
- Participate in a stand-by emergency schedule for evening, weekend, and holiday coverage.
- Perform scheduled maintenance on all equipment, based on the manufacturers' recommendations and operating manuals.
- Inspect all units, buildings and common areas periodically and perform repairs and janitorial assistance as needed.
- Check and replace outside and hallway lights, as well as common area lighting.
- Possess knowledge in building maintenance such as: drywall, light electrical, plumbing, painting, hot water heater repair, installation of cabinets, etc.
- Make sure storage areas and entrances are locked and adequate lighting is maintained.
- Assist in apartment 'move-in' and 'move-out' inspections and unit turnover.
- Repairs forced air furnaces
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school education or equivalent
- Full-time maintenance experience
- Personable and trustworthy
- Shows concern for a work safety program
- Willing to pitch in and work in areas other than strictly repair maintenance (i.e. janitorial, custodial, gardening, painting, etc.)

**** Must have own tools and reliable source of transportation.****

EOE.

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-278-0012, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters