

HISPANIC HOUSING DEVELOPMENT CORPORATION – Maintenance Person (Non Union)

SUMMARY: The **Part-Time Maintenance Person** is responsible for maintaining exteriors and common areas of apartment community in a decent, safe and sanitary condition. This position will also be expected to assist in other types of basic maintenance when necessary. Maintenance Person will also be expected to know and uphold safety policies while on the job.

ESSENTIAL JOB FUNCTIONS INCLUDE:

- Complete tasks, as assigned by the maintenance supervisor and/or property manager.
- 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.
- Possess knowledge in building maintenance such as: drywall, light electrical, plumbing, painting, apartment preps, unit upgrades, tiling, installation of cabinets, etc.
- Assist in apartment 'move-in' and 'move-out' inspections and unit turnover.
- Minor repairs to steam and hot water systems.
- 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.)
- Bilingual (Spanish) a plus

EOE

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

Principals only -- No Recruiters