



**Maintenance Technician  
February 2019**

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, property owners, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

The Maintenance Technician performs activities in operating and maintaining facilities and equipment as part of apartment community and unit maintenance. They also identify needs, respond to resident service requests, and perform additional duties as directed by Maintenance Supervisor and/or Community Manager.

Unison Housing Partners manages 14 properties in its portfolio. This includes 1,656 total units, of which 1,244 are a part of affordable programs such as tax credit, 50058, 50059, public housing, NSP, and home funds.

**Essential Duties and Responsibilities Include but are not limited to the following:**

- Performs maintenance and preventative maintenance assigned work orders
- Maintains accurate records regarding materials used and inventory replacement
- Performs work in a timely manner resulting in quality work and sound service
- Performs electrical, plumbing, and general carpentry work and has the ability to recognize the need for assistance when presented with work that exceeds their skill level
- Participates in staff and safety meetings and studies is aware of Chemical Safety Instructions and the Materials Safety Data Sheets (MSDS)
- Ensures that all chemicals received and in stock have instructions and MSDS sheets and reports any missing MSDS to the Maintenance Supervisor
- Interacts with residents and coworkers in a courteous and professional manner
- Inspects premises for unsafe conditions and correct such conditions accordingly
- Assists in snow shoveling, plowing, de-icing and removal as warranted.
- Participates in scheduled after-hours on-call maintenance service.
- Travel as deemed necessary.

**Education/Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and interpret English documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Computer Skills:**

To perform this job successfully, an individual should have basic computer skills, knowledge of order processing systems and Internet software.

**Certificates and Licenses:**

Valid driver's license and auto insurance.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and risk of electrical shock. The employee is frequently exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high or precarious places; fumes or airborne particles; toxic or caustic chemicals; and work with explosives. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**To Apply:**

Please submit cover letter and resume to Arnold Anderson: [amanz@unisonhp.org](mailto:amanz@unisonhp.org)

Unison Housing Partners offers competitive compensation and an excellent benefit package, which includes medical, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the greatest extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.