

Maximum Accessible Housing of Ohio

Job Posting

October 28, 2012

Program:	Maximum Accessible Housing of Ohio (MAHO)
Position:	Live-In Manager, Circle Vistas, Cleveland
Exemption Status:	Non-Exempt
Primary Report:	Director of Operations
Secondary Reports:	Executive Director, Assistant Executive Director

Position Summary

The **Live-In Manager** ensures efficient daily operations of MAHO properties. The Live-In Manager may be asked to assist with other MAHO properties. This position works as a team with management and administrative staff to facilitate the mission *to develop and/or facilitate options in housing for persons with physical disabilities.*

Job Responsibilities

- Complete Daily Cleaning Checklist including all common areas of the building
- Complete tenant work orders
- Empty trash and take out trash dumpsters
- Be responsible for the Emergency Pager as assigned.
- Paint common areas and apartments as assigned
- Strip/wax/buff floors
- Respond to emergencies
- Perform light plumbing, carpentry, electrical and maintenance-related repairs
- Assists with turnovers as assigned
- Assists with Preventative Maintenance and other tasks as assigned
- Check property daily to identify any immediate problems.
- Responsible for snow removal of sidewalks
- Maintain the grounds and landscaping
- Keep grounds clear of litter or debris
- Complete required paperwork and reports
- Maintain cleaning and maintenance supplies and store rooms
- Assist other staff in any and all special projects related to the organization.
- Other duties as assigned

Qualifications

- Organized, detail-oriented self-starter with ability to work without supervision
- Basic computer skills in MS Office, Internet, and e-mail
- Custodial and maintenance experience required
- Landscaping, carpentry, and painting experience preferred
- Ability to work with diverse people
- Reliable transportation to get to all MAHO properties

To apply, send resume and cover letter to mahofohio@gmail.com or fax to 216-231-8008