

## Maximum Accessible Housing of Ohio (MAHO)

Position:	Live-In Manager
Exemption Status:	Non-Exempt
Primary Report:	Operations Director
Secondary Reports:	Executive Director, Assistant Executive Director

### Position Summary

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The **Live-In Manager** ensures efficient daily operations at Cotman Vistas, a newer 36-unit building in Cleveland's University Circle neighborhood. 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 our mission *to provide and promote accessible housing solutions for people with physical mobility disabilities*.

### Core Job Responsibilities

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- 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
- Assist with turnovers as assigned
- Assist with Preventative Maintenance and other tasks as assigned
- Check property daily to identify any immediate problems
- Responsible for snow removal of walkways
- 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

### Required Knowledge, Skills and Abilities\*

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

\*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.

**To apply, e-mail resume to: [mahofohio@gmail.com](mailto:mahofohio@gmail.com).**

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