

Maximum Accessible Housing of Ohio (MAHO)

Position: **Facilities Technician (Live-In)**
Exemption Status: Non-Exempt
Primary Report: Administrative Director
Secondary Reports: Facilities Director

The **Facilities Technician** ensures efficient daily operations at MAHO's Vistas Apartment Communities with primary responsibility at the location where they are the live-in staff person. They keep the properties clean, landscaped, and well-maintained by completing janitorial, grounds, and maintenance tasks. They enhance quality of life for the tenants by providing emergency response and through good tenant relations. This position works as a team with facilities, management, and administrative staff to facilitate MAHO's mission: *We advance accessibility, independence, and inclusion in homes and communities.*

Job Responsibilities

Janitorial

- Complete items on cleaning checklist
- Clear garbage and recycling from trash rooms and other areas
- Maintain common areas floors by mopping, buffing, stripping, and waxing. Clean all common areas of the properties including public restrooms
- Use supplies appropriately and monitor quantities
- Clean outside areas seasonally

Grounds

- Snow removal per snow removal policy
- Cut grass on a regular basis
- Remove leaves and other debris as needed
- Maintain planting areas including planting, fertilizing, and weeding

Maintenance

- Complete work orders per procedure
- Complete preventive maintenance tasks and service requests
- Assist with unit turnovers including cleaning, repairs, and painting
- Maintain equipment including appliances and HVAC units
- Inventory and/or purchase needed materials per procedures
- Assist with special projects including painting

Residential and Administrative

- Provide emergency response including outside of work hours
- Foster and maintain good and appropriate relations with tenants
- Monitor, and report on tenant issues per procedures
- Provide regular reporting on activities and property issues
- Other duties as assigned

Qualifications

- Previous maintenance experience preferred
- Current valid driver's license, vehicle insurance, and reliable transportation required
- Ability to go up and down stairs and do the physical reaching, bending and climbing that is necessary to perform duties; ability to lift up to 50 pounds
- Familiarity with computers and email preferred

Send resume to maxhousing.hr@gmail.com
Note "Facilities Tech" in the subject line

EOE