

**MaxHousing  
Position Description**

Job Title:	<u>Facilities Technician</u>	FLSA:	<u>Non-Exempt/Full-Time</u>
Primary Report to:	<u>Facilities Supervisor</u>	Date Prepared:	<u>4/28/2026</u>
Department:	<u>Facilities</u>	Approved By:	<u>President</u>

MaxHousing, the leader in accessible housing for people with mobility disabilities, is looking for a dedicated **Live-in Facilities Technician for our Mentor-on-the-Lake Vistas location**. Enjoy a **rent-free two-bedroom apartment** while helping to keep our Vistas Apartment Communities running smoothly.

**SUMMARY**

The Facilities Technician is a hands-on role responsible for supporting the cleanliness, safety, and maintenance of MaxHousing’s accessible Vistas Apartment Communities. This position plays a critical role in maintaining high-quality living environments for residents by performing janitorial services, grounds maintenance, and routine maintenance tasks. The Facilities Technician works closely with facilities leadership and on-site staff to ensure properties are clean, functional, well-maintained, and welcoming. This is a live-in position and includes on-site residency as part of the role.

**ESSENTIAL RESPONSIBILITIES**

**Janitorial & Property Care**

- Maintain cleanliness of common areas, hallways, floors, and restrooms.
- Perform routine and seasonal cleaning of indoor and outdoor spaces.

**Grounds Maintenance**

- Perform snow and ice removal during winter months.
- Mow lawns and maintain landscaping, including planting, trimming, and weeding.

**Maintenance & Repairs**

- Respond to service requests and complete assigned work orders.
- Perform preventive maintenance tasks according to established schedules.
- Assist with unit turnovers, including cleaning, basic repairs, and painting.
- Support maintenance of appliances and HVAC systems as directed.

**Emergency & Resident Support**

- Respond to property emergencies, including after-hours situations when needed.
- Maintain a visible presence on-site and foster positive, respectful relationships with residents.

**Administrative Support**

- Track inventory and report supply needs or property issues.
- Assist with special projects and routine facilities-related documentation as assigned.

**QUALIFICATIONS**

**Required Qualifications**

- Ability and willingness to live on-site as part of the position.

- Ability to respond to emergencies as required.
- Valid driver's license and insured vehicle for travel to MaxHousing properties.
- Ability to perform physical work, including lifting and outdoor labor.
- Basic computer skills.
- Strong communication skills and ability to work effectively with residents and team members.

### **PHYSICAL REQUIREMENTS**

- Ability to lift up to 50 pounds.
- Ability to climb ladders, stoop, kneel, and work in varied indoor and outdoor environments.
- Ability to respond to emergencies during and outside of normal work hours.

### **COMPENSATION & BENEFITS**

At MaxHousing, we offer a highly competitive nonprofit benefits package that includes:

- Competitive hourly wage
- **Fully paid medical insurance** for employees
- 5% employer retirement contribution
- Generous paid time off
- Employer-paid life insurance
- Employer-paid long-term disability insurance
- Dental and vision insurance available (employee-paid)
- Eight paid holidays
- Rent-free two-bedroom apartment provided on-site

### **WORK ENVIRONMENT, TRAVEL, & SCHEDULE**

- Full-time, Monday through Friday
- Travel between properties
- Ability to respond to emergencies or urgent maintenance issues as needed

### **WHY MAXHOUSING**

- Mission-driven work supporting accessible, independent living
- On-site living convenience
- A supportive, team-oriented environment that encourages growth and independence

MaxHousing is an equal opportunity employer and is committed to creating an inclusive workplace. We encourage qualified individuals of all abilities to apply and will provide reasonable accommodation throughout the hiring process and employment as required by law.

To apply, send resume to [maxhousing.hr@gmail.com](mailto:maxhousing.hr@gmail.com). Note "Facilities Technician" in the subject line.