

MaxHousing
Now Hiring: Maintenance Technician

At MaxHousing, we offer one of the most competitive nonprofit benefits packages in Northeast Ohio: fully paid medical insurance for employees, a 5% employer retirement contribution, competitive wages, and generous paid time off.

SUMMARY

MaxHousing is a nonprofit organization that provides and promotes accessible housing for individuals with mobility disabilities. We operate five fully accessible Vistas Apartment Communities across Greater Cleveland.

The Maintenance Technician plays a key role in ensuring our apartment communities are clean, well- maintained, functional, and safe. This position supports facilities needs across all five properties rather than being assigned to one site. The majority of the work will likely be in our buildings in Parma and University Circle.

The Maintenance Technician assists with daily work orders, repairs, unit turnovers, cleaning, landscaping, preventive maintenance, and larger projects; provides coverage during staff absences; and helps meet higher maintenance demands at specific locations as needed.

The role involves a wide variety of work each day, including light plumbing, electrical, carpentry, painting, appliance repair, drain cleaning, and general building upkeep. The ideal candidate is skilled, dependable, and adaptable- comfortable working independently or alongside other maintenance staff.

This position directly supports MaxHousing's mission to advance accessibility, independence, and inclusion by maintaining high-quality housing that residents can rely on.

ESSENTIAL RESPONSIBILITIES

- Travel between MaxHousing properties to provide maintenance coverage and support.
- Perform general repairs and maintenance for plumbing, electrical, HVAC, carpentry, and building repairs.
- Assist with preventive maintenance schedules and inspections.
- Support unit turnovers, including painting, drywall, and cleaning.
- Maintain property appearance through landscaping, snow removal, and landscaping.
- Participate in the emergency on-call rotation and respond to urgent needs.
- Handle janitorial duties such as cleaning common areas and trash removal.
- Respond to and complete work orders in a timely, professional manner.
- Communicate clearly with residents, staff, and vendors.
- Assist in keeping track of inventory and report on property issues.
- Collaborate with other staff on assignments and priorities.

QUALIFICATIONS

Required

- High school diploma or equivalent required.
- Due to the essential duties & daily travel of this position, employee must have access to and be able to use a personal vehicle for required work-related travel. A valid driver's license and proof of automobile insurance are required.
- Ability to lift up to 50 lbs. and perform physical tasks in varying weather conditions.
- Basic computer skills.

Preferred

- Minimum 3 years of experience in building maintenance, facilities, or skilled trades.
- Experience with painting, drywall, and landscaping strongly preferred.
- Working knowledge of property maintenance including plumbing, electrical, carpentry, and HVAC systems.
- Excellent problem-solving skills and initiative; able to work independently.
- Strong communication skills and customer service mindset.
- Experience in affordable housing or working with people with disabilities

COMPENSATION & BENEFITS

At MaxHousing, we offer one of the most competitive nonprofit benefits packages in Northeast Ohio:

- \$20.00-\$21.00/hour based on experience
- Fully paid medical insurance for employee and dependents
- Retirement Savings Plan with 5% employer contribution
- Generous paid time off policy
- Employer paid life insurance
- Employer paid long-term disability insurance
- Dental and vision group insurance available (employee paid)
- Eight paid holidays
- Mileage reimbursement for travel between properties (IRS standard rate)
- A supportive, mission-driven workplace where your work truly makes an impact

WORK ENVIRONMENT, TRAVEL, & SCHEDULE

- Full-time/hourly & non-exempt
- Typical work hours (e.g., Monday-Friday, 8:00 AM-4:30 PM)
- On-call rotation
- Indoor and outdoor work in residential apartment buildings.
- Exposure to seasonal weather, cleaning supplies, and construction materials.
- Flexible scheduling required, with occasional evenings/weekends for emergencies.
- Independent, field-based role with daily travel across Greater Cleveland.
- May be scheduled at any of our five Vistas locations depending on need with the majority of the work likely to be at our locations in Parma and University Circle.

MaxHousing is an equal opportunity employer and is committed to creating an inclusive workplace.