

POSITION	HOUSING OPERATIONS MAINTENANCE TECHNICIAN		
FLSA STATUS	EXEMPT	STATUS	FULL-TIME

ABOUT US

Michigan Ability Partners (MAP) is an inclusive, collaborative non-profit organization that has been creating opportunities for persons with disabilities since 1985, we are celebrating our 40th anniversary by serving the local communities by providing excellent services to the disadvantaged members needing housing, employment and financial services.

MAP serves individuals, families, and Veterans in Washtenaw, Jackson, Wayne (outside of Detroit) and Monroe counties facing barriers to self-sufficiency due to homelessness, disability, or extremely low income by providing Permanent Supported Housing, Supportive Services including Case Management, Rapid Re-Housing, Employment Training, Job Placement Services and Representative Payee Services.

MISSION: To partner with Veterans and people who have disabilities in support of their self-directed transformation to self-sufficiency.

SUMMARY

The primary responsibility of the Housing Operations Maintenance Technician is to perform all duties for maintenance of the non-profit affordable housing agency's six properties. This position will assist with maintenance repairs, grounds upkeep, preparation for applicable inspections, and apartment turnover as applicable. This position is part of the enhanced property management services provided to the MAP tenants and reports directly to the Property Manager. This is a community-based position.

QUALIFICATIONS

- High school diploma or equivalent (required)
- At least 2 years in general maintenance, facilities, or related fields (required)
- Experience working in the property management industry is a plus

REQUIREMENTS

- Office hours are Monday - Friday 8:00am - 4:30pm
- Part-Time position, 24 hours/week
- Valid Driver's License

KNOWLEDGE

- Knowledge of plumbing, electrical, painting, carpentry, and mechanical systems
- Use of tools and equipment
- Knowledge of preventative maintenance
- Familiarity with safety practices
- Awareness of building codes and compliance
- Knowledge of how to maintain accurate and confidential client records in compliance with legal and ethical standards
- Knowledge of how to maintain appropriate professional boundaries with clients

ESSENTIAL JOB FUNCTIONS

- Complete maintenance and all repair for all properties

- Maintain common areas, exterior grounds, and landscaping
- Performs preventive maintenance on applicable building systems and equipment
- Utilizes company work order procedures
- Preparation for all inspections, which may include city rental, HUD HQS, JSHDA, FHLBI and any other funder requirement
- Apartment/room turn-over, including but not limited to drywall repair, painting, replacing blinds, floor repair, lock changes, and other minor repairs
- Operates mowing equipment
- Mows the property lawns
- Communicate with the Housing Supportive Services providers to ensure enhanced management of all programs
- Special projects
- Regular and routine attendance as scheduled
- Wear required Personal Protective Equipment (PPE)
- All other duties as assigned

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Inside and outside the community housing areas
- Continuously requires:
 - Work in an outside environment, which may involve frequent movement between different locations
 - Ascending/Descending stairs and ladders
 - Moving objects up to 50 pounds
 - Stand; walk; climb or balance and stoop, kneel, crouch, or crawl
 - Traverse even and uneven surfaces, for extended period
 - Use of tools and equipment
 - Good vision, including close vision for detailed work, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Frequently requires:
 - Remaining in a stationary position for long periods of time
 - Driving
 - Moving about inside the office/properties/community areas

BENEFITS

Benefits program to include:

Paid Time Off	Mental Health Days	Company paid Holidays	401k Match
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Disclaimer: Michigan Ability Partners is an equal opportunity employer. All aspects of employment are governed on the basis of merit, competence and qualifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or any other category protected by federal, state, or local law.

(This job posting should not be construed as an exhaustive list of duties and responsibilities assigned to this position).