



## **Job Posting Maintenance Technician**

**Worksite Location:** Properties located in Wasco, Hood River, Sherman and Klickitat Counties

**Work Schedule:** Full time at 36 hours per week

**Pay:** Grade 9 - Starts at \$25.52 per hour plus 3% additional pay for bilingual incumbents

**Reports to:** Property Manager

**Application Deadline:** Open until filled

### **Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?**

Because you have a desire and shared mission to promote adequate and affordable housing, economic opportunity and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a fast paced and collaborative environment opportunistic environment – this is the place for you!

### **Who are we looking for? Someone who:**

- Is respectful, honest, and self-motivated
- Can perform under pressure, multitask, and prioritize workload
- Has great attention to detail
- Comes with strong customer service skills and is a problem solver

### **What you will do:**

- Perform routine and scheduled maintenance across multiple properties
- Assist with preparation of vacant units for new tenants, including cleaning, painting, and repairs
- Respond to maintenance requests in a timely and professional manner
- Purchase and transport supplies and materials needed to perform required maintenance
- Maintain accurate records of all maintenance and repair work performed
- Conduct regular inspections of units and common areas to identify and address maintenance issues
- Respond to after-hours emergency repairs
- Perform other duties as assigned by the Property Manager.
- Adhere to federal, state and local fair housing laws

### **Additional Skills and Competencies:**

- Problem Solving
- Attention to Detail
- Ability to work independently
- Passion to Advance Equity and Inclusion
- Exceptional Oral and Written Communication

**Education and Experience:**

- High school graduate or equivalent
- Minimum one year experience in property maintenance or related field
- Basic knowledge of plumbing, electrical, carpentry and appliance repair
- Valid driver's license, insurance and reliable vehicle
- Basic computer skills

**Benefits:**

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- \$350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

**Interested?**

To apply, submit cover letter and resume to [info@mid-columbiahousingauthority.org](mailto:info@mid-columbiahousingauthority.org) with the subject line of "[Your Name] – Maintenance Technician"

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do.**

**Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.**