



“FLINT HOUSING COMMISSION OPEN POSITION” (Open to the Public)

TITLE: MAINTENANCE TECHNICIAN
REPORTS TO: MAINTENANCE OPERATIONS MANAGER
SUPERVISES: N/A

GENERAL STATEMENT OF DUTIES:

The Flint Housing Commission is currently seeking experienced Maintenance Technicians to perform work in general maintenance, preventative maintenance, grounds maintenance, repair and modification of all Flint Housing Commission owned buildings and grounds.

DUTIES:

- **Minor plumbing:**
 - Minor repairs that involve only the clearance of stoppages.
 - Repair or replacement of faucet, valve, or reinstallation of that same plumbing fixture provided no modifications are made to the plumbing system.
- **Minor Electrical:**
 - Replacement of an electrical switch.
 - Replacement of an electrical lighting fixture.
 - Replacement of a part within a permanently installed electrical appliance or equipment.
- **Ground Maintenance and Landscaping:**
 - Mows grass, pulls weeds, trims and prunes trees and shrubs, waters lawns and plants, replaces light bulbs along pathways and parking areas, and sweeps or rakes leaves.
 - Clears snow and ice from buildings and grounds to ensure tenant and employee safety.
 - Picks up paper, garbage and debris from building and grounds.
- Operates standard power tools and hand tools, wrenches, pipe cutters, drain augers, shovels, rakes, lawn mowers, snow blowers, bobcats, caulking guns trowels, etc.
- Completes drywall repair, which includes replacement and patching of drywall.

- Performs painting, which includes minor touch-ups following damage repair and applying new coats of paint to unit walls.
- Processes work orders and reviews work to ensure that unit will pass inspection.
- Installs flooring, subfloor and tile replacement as needed.
- Complies with all Flint Housing Commission's Safety Policies and Procedures.
- Contributes to team efforts by performing other responsibilities and duties as required or assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Two (2) years experience in building and grounds maintenance repair work.
- Ability to lift or handle variety of appliances and items including refrigerators, sinks, counter tops, etc.
- Ability to operate variety of power and hand tools used in carpentry, electrical and plumbing.
- The ability to lift 50 pounds or more.
- The ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces.
- Possession of a valid Michigan Driver's License.

TO APPLY:

Please submit résumé and cover letter to:

**Attn: Human Resources
Flint Housing Commission
3820 Richfield Rd., Flint, MI 48506**

Or

humanresources@flinthc.org

The Flint Housing Commission is a Section 3 Employer, and any residents residing within any public/low-income residential units are encouraged to apply.

Flint Housing Commission is an EEOC/Affirmative Action Employer.