

Crowley's Ridge Development Council, (CRDC) Inc.

Position:	Housing/CRDC Facilities Maintenance
FLSA Class:	Full Time, Non-Exempt
Department:	Housing
Reports to:	Director of Housing

General Responsibility:

The Maintenance position is responsible for preventative and routine maintenance for the CRDC rental housing properties and CRDC facilities.

Duties and Responsibilities:

1. Perform routine maintenance and preventative maintenance at all CRDC rental housing properties and CRDC facilities.
2. Prepare vacant rental units for occupancy including painting and making repairs.
3. Be a liaison between CRDC and outside contractors who maintain grounds of CRDC rental housing properties and administrative office facilities.
4. Maintain inventory of rental housing maintenance supplies.
5. Inspect all fire extinguishers at the rental housing properties and CRDC facilities and schedule annual service.
6. Develop and maintain a quarterly preventative maintenance schedule.
7. Accompany pest control technicians and perform quarterly inspections as needed.
8. Respond to emergency maintenance calls after hours and on weekends.
9. Perform safety inspections and correct any deficiencies in agency facilities.
10. Maintain CRDC rental housing vehicle. (Oil changes, cleaning, inspections, service).
11. Empty recycle bins at CRDC facilities as needed.
12. 24 hour notice of work schedule change or work schedule change subject to prior approval.
13. Any other duties that are deemed necessary.

Qualifications and Education:

- High School Diploma or GED
- Ability to perform job duties without close supervision.
- Ability to plan, supervise, and manage multiple tasks simultaneously
- Excellent interpersonal and customer service skills
- Ability to perform maintenance repairs
- Ability to move furniture, appliances, and other heavy objects

Special Requirements:

- Extensive Travel Required
- Valid Arkansas Driver License
- Serviceable Vehicle
- Auto Liability Insurance
- Must be able to bend, squat, sit, stand, lift and walk
- Able to lift and carry 50 or more pounds
- Experience required in residential property maintenance and repairs

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