

Maintenance

General

Date: August 2023

General Responsibility:

This safety sensitive position is responsible for preventative and routine maintenance for the CRDC rental housing properties.

Essential Duties & Responsibilities:

1. Perform routine maintenance and preventative maintenance at all CRDC rental housing properties.
2. Prepare vacant rental units for occupancy including painting, and making repairs.
3. Maintain grounds of CRDC rental housing properties including removing debris from lawns, sidewalks, and parking lots. (As needed)
4. Maintain inventory of rental housing maintenance supplies.
5. Inspect all fire extinguishers at the rental housing properties and schedule annual service.
6. 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. Any other duties that are deemed necessary.

Qualification and Education:

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

Special Requirements:

1. Extensive Travel Required
2. Valid Arkansas Driver License
3. Serviceable Vehicle
4. Auto Liability Insurance
5. Must be able to bend, squat, sit, stand, lift and walk
6. Able to lift and carry 50 or more pounds

Crowley's Ridge Development Council, Inc is an Equal Opportunity Employer Acknowledgement:

I understand this job description and its requirements, and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time. I understand CRDC is a drug free workplace and I agree to take a drug/alcohol test prior to my employment and will be periodically subjected to random screenings for drug/alcohol throughout my employment with CRDC.