

HISPANIC HOUSING DEVELOPMENT CORPORATION – Maintenance

SUMMARY

The **Maintenance (Helper A)** position is responsible for keeping exteriors, common areas, vacant units, sidewalks, and alleyways of the property clean and safe. This position will also be expected to assist in emergency responses and other types of basic maintenance when necessary. Maintenance workers will also be expected to know and uphold safety policies while on the job.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Complete tasks, as assigned by the maintenance supervisor.
- ◆ Participate in a stand-by emergency schedule for evening, weekend, and holiday coverage.
- ◆ Perform scheduled maintenance on all equipment, based on the manufacturers' recommendations and operating manuals.
- ◆ Inspect all units, buildings and common areas and perform repairs.
- ◆ Possess knowledge regarding water and gas meter cutoffs, all apartment fixture cutoffs and sewer cleanouts.
- ◆ Make sure storage areas and entrances are locked and adequate lighting is maintained.
- ◆ Assist in apartment 'move-in' and 'move-out' inspections and unit turnover.

MINIMUM QUALIFICATIONS

- ◆ High school education or equivalent
- ◆ Full-time maintenance experience
- ◆ Personable and trustworthy
- ◆ Shows concern for a work safety program
- ◆ Willing to pitch in and work in areas other than strictly repair maintenance
- ◆ Bilingual (English/Spanish) a plus
- ◆ Ability to lift at least 50 pounds and successfully perform the essential functions of this job

Local 1 Union benefits available.

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Fax resumes to 312-602-6530, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters