



## **Housing for New Hope**

### **Position Description: Part-time Maintenance Technician**

Housing for New Hope prevents and ends homelessness by providing access to housing, healthcare, and integrated services in the Durham community. We currently have an opening for a part-time Maintenance Technician. The Maintenance Technician will ensure the safety and efficient operation of all Housing for New Hope properties and vehicles. Preventative maintenance and repairs will be completed on HVAC, appliances, electrical, plumbing, alarms, drywall, flooring, painting, and other duties as assigned.

#### **Required skills, knowledge, and abilities:**

- Ability to effectively communicate verbally as well as in writing.
- Ability to identify customers' needs and expectations and respond to them in a timely manner through a formal process.
- Ability to respond effectively to changes in the work environment in a positive and professional manner.
- Ability to record data and complete documentation within established expectations and by communicated deadlines.
- Ability to work in and contribute to a collaborative team environment.
- Ability to operate a motor vehicle on behalf of Housing for New Hope.
- Adherence to Housing for New Hope policies and procedures.
- Basic computer skills for the completion of electronic administrative tasks (e-mail correspondence).
- Knowledge of the principles, procedures, and techniques related to electrical, plumbing, and HVAC installation, maintenance, repair, and support.
- Knowledge of motor vehicle maintenance and upkeep.
- Must be able to safely carry, set up, and climb ladders.
- Must be able to safely transport and lift heavy equipment up to 200 lbs. Such transportation may require the use of hand-trucks and may necessitate the climbing of flights of stairs.
- Skill to analyze situations accurately and apply appropriate responses or techniques.
- Skill to safely operate maintenance equipment, including both manual and power tools.
- Skill to communicate effectively in order to facilitate excellent customer service.

#### **Education, Experience, and Position Requirements:**

- High School diploma or GED.
- Formal training in a trade related field (plumbing, HVAC, electrical, etc.)
- At least 2 years maintenance experience is required, or an equivalent combination of training and experience that provides the required knowledge and skills.
- Must have reliable transportation.
- A valid North Carolina driver's license and auto insurance.
- Ability to work 20-25 hours per week.

**Compensation: \$19/hour**

**To apply:** Send an email (subject heading “Part-time Maintenance Technician”) with your resume and cover letter to:

Rikki Gardner  
Director of Operations  
Housing for New Hope  
[rikki@housingfornewhope.org](mailto:rikki@housingfornewhope.org)

**Applications will be accepted until February 10, 2017 or until the position is filled.**

Housing for New Hope is an Equal Opportunity Employer and values diversity in its workforce.  
For more info about Housing for New Hope, please visit [www.housingfornewhope.org](http://www.housingfornewhope.org)

Motor vehicle and criminal background checks will be conducted before a final offer is made.