



SHELTER. SUPPORT. SOLUTIONS.

**Property Maintenance
Job Announcement**

Position Summary

The full-time Property Maintenance position is responsible for routine and preventive maintenance, primarily at rental properties. Pillars is a non-profit agency based out of Appleton and its mission is to provide shelter, support, and solutions to address the housing needs in our community

Duties and Responsibilities

Under the direction of the Housing Director, duties and responsibilities include, but are not limited to, the following: General maintenance of buildings and resident units. Prepare vacant units for move-in, painting, cleaning and carpet cleaning. Drywall repair, carpentry, minor HVAC, plumbing, and electrical repairs. Perform and/or arrange for scheduled preventive maintenance and cleaning, track and record completion. Complete inspections, and maintain logs and records. Prepare sites for maintenance and rehab projects, including gathering materials and tools required to complete projects as scheduled. Participate in staff meetings and trainings. Share responsibility of being on call for emergencies.

Qualifications

Strong mechanical and problem solving abilities. Well organized and able to work independently. Attentive to detail. Good knowledge of working a tablet or smartphone for timekeeping and work order processing. Ability to flex schedule to adapt to change and priorities. Ability to physically lift 60 pounds. Valid driver's license and able to meet vehicle insurance policy.

Education and/or Experience

High School diploma or equivalent required. 2 years of experience in maintenance preferred.

Compensation

This full-time position compensation is \$16.31/hr. Competitive benefits include health insurance, dental insurance, vision insurance, vacation, holidays, sick leave, short & long term disability, life insurance, 401k retirement account and an Employee Assistance Plan.

To Apply **DEADLINE TO APPLY: 11/25/18 8:00am**

Send resume and cover letter to:

Tracy Melzl, Human Resources Assistant, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an equal opportunity employer