



SHELTER. SUPPORT. SOLUTIONS.

Full-Time Property Maintenance Technician Job Announcement

Position Summary

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. The Property Maintenance Technician owns all aspects of property care and is responsible for ensuring all tenants have a well-maintained home so each person within the Pillars environment can live with dignity and respect. This Full-Time nonexempt position reports to the Pillars Stable Housing Director.

Essential Duties and Responsibilities

- Has passion for the mission of Pillars and displays agency values: Respect, Collaboration, Empowerment and Grit.
- Performs general maintenance for unit upkeep on Pillars buildings and rental units, including, but not limited to: drywall repair, carpentry, minor HVAC, plumbing, and electrical repairs. Arranges scheduled preventive maintenance and cleaning.
- Completes annual inspections on each unit.
- Prepares vacant rental units for move-in: painting, cleaning and carpet cleaning.
- Manages and maintains strong sub-contractor network to ensure contracted work is done effectively, on-time and on budget. Completes inspections and maintains inspection logs and records.
- Responds to infrequent emergencies, such as bursting pipes or electrical issues, so tenants are able to live in safe housing.
- Prepares work sites for maintenance and rehab projects, including gathering materials and tools required to complete projects as scheduled, and coordinating with volunteers.
- Shares emergency on-call responsibility with other members of the Stable Housing team on a rotating basis.
- Other duties as assigned.

Core Competencies and Qualifications

- **Confidentiality** - Ability to maintain confidential information and safeguard the security of information of Pillars and our clients. Keep private information from unauthorized individuals, either within Pillars or others outside the organization.
- **Problem-Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem-solving situations; remains calm when dealing with emotional topics.
- **Project Management** - Takes initiative to ensure projects are completed in a timely manner; demonstrates strong organizational ability; has a passion for working collaboratively with others to attain a positive outcome.
- **Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

- High School diploma or equivalent required
- Two years' experience in maintenance is strongly preferred
- Basic maintenance skills required (general housing repair)
- Expert knowledge is preferred (electrical, plumbing, drywall, etc.)
- Ability to travel locally, with access to a reliable vehicle and possess a valid Wisconsin driver's license and automobile license

Work Environment

The Property Maintenance Technician is expected to work inclusively and respectfully within a diverse community and practice civility in the workplace. In addition, this position requires oral, written, interpersonal, and organizational skills, demonstrated integrity, and the willingness to work independently and as part of a collaborative team. The employee must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Current COVID-19 Protocol

The health and safety of Pillars clients and team members is a top priority. Masks are required to be worn by all team members in common areas. Masks are not required to be worn in offices if everyone in the office is vaccinated. We provide PPE to all team members. Protocol is continually updated based on the current guidance and best practice recommendations from the WI Department of Health, Outagamie Health Department and the Centers for Disease Control and Prevention (CDC).

Compensation

The compensation for this Full-Time position is \$16.31/hr. 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: 7/13/21 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 Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members.

All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability or veteran status.