

<b>Job Title:</b>	Maintenance Technician	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Property Management	<b>Reports To:</b>	Property Manager/Property Management Associate
<b>Location:</b>	3541 W. North Avenue, Chicago, IL	<b>Travel Required:</b>	Yes, local travel
<b>Level/Salary Range:</b>	\$18.00 per hour	<b>Position Type:</b>	Temporary – 3 to 9 months

### Job Description

#### Organization Overview

Since 1982, LUCHA (Latin United Community Housing Association) has served thousands of moderate and low-income families with Affordable Housing Development, First-time Home Buyer Counseling, Foreclosure Prevention, Senior Home Repairs and Legal Assistance. LUCHA owns and operates 153 units of affordable housing, with 45 more under development in the West Town, Humboldt Park and Logan Square Communities, and through its Freddie Mac Borrower Help Center counsels 8,000 families annually in Chicago and the Midwest region. LUCHA also partners with residents, community organizers, financial institutions and government agencies to maintain its \$34 million in real estate assets and to advocate for greater affordable housing options in the region.

#### Position Purpose:

In support of its mission, the Maintenance Technician contributes to maintaining LUCHA's properties in a safe and decent condition with a focus on preventative maintenance. This position is responsible for the day to day repairs and maintenance of the properties including carpentry, painting, plumbing, mechanical, electrical, and other general repairs. Overall, the Maintenance Technician is responsible for upholding the integrity of the properties to ensure that they attain the standards of the organization, its lenders, and per all code requirements.

#### Job Role and Responsibilities

The duties of the Maintenance Technician will include:

- Clean and paint vacant apartments to prepare them for occupancy
- Perform basic carpentry including replacing cabinets, drywall repairs, and stair/ deck repairs.
- Perform basic repairs to kitchen appliances such as replacing seals, cleaning pilot lights, and replacing door handles.
- Complete assigned work orders in a timely manner and all related paperwork including tracking of receipts.
- Capable of installing and repairing doors and frames and hardware for safe and secure operation.
- Ability to fix broken windows/ glass and to replace screens along with sealing perimeter of windows.
- Replace and install GFI's, switches, light fixtures, and outlets.
- Assist with logging in and tracking all purchasing and inventory of materials and supplies.
- Plumbing repairs (p-traps, faucets, toilet flaps, shower heads, mixing valves) and maintenance (rodding) to keep fixtures efficient and to prevent flooding and to avoid excess usage of water .
- Inspects properties on a regular basis to identify potential repairs (roof inspections, catch basin inspections) or preventative maintenance measures (furnace tune-up, filter changes) to keep properties at a high level of operation.
- Friendly, approachable, patient, and courteous in interactions with residents
- Assures grounds are well kept including removal of trash, fence repairs, and snow removal to keep properties in good condition.

- Capable of prioritizing tasks and to multi-task as needed to address emergency repairs while also keeping current with work orders and regular maintenance.
- Provides scheduled on-call coverage, as assigned.

**Qualifications and Education Requirements**

- Must be fluent in Spanish.
- Driver's license
- High school graduate or equivalent preferred
- Minimum 1-year experience in multi-family maintenance or similar experience; preferably experience with maintenance of affordable housing.
- Capable of using a smart (cell) phone
- Secondary education or HVAC, electrical, or plumbing certifications a plus
- Able to prioritize work and keep calm under pressure.
- Conscientious and detail oriented.
- Ability to work effectively in a team environment.
- Ability to represent LUCHA in a positive and professional manner at all times.
- Must demonstrate integrity and commitment to LUCHA's mission and values.
- Residents of the target neighborhoods in and around Chicago are encouraged to apply.

**Knowledge:**

- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Previous experience.
- **Spanish Language:** Knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition, and grammar. Previous experience.

**Skills:**

- **Interpersonal:** Highly-developed interpersonal, oral and written communication skills; excellent presentation skills. Ability to communicate and actively listen at all levels with staff, Board of Directors and external relationships in a professional manner. Previous experience.
- **Teamwork:** Must be able to work efficiently with his/her maintenance colleagues.
- **Proactive:** Carrying out preventative checks and routine inspections. Must be able to see potential issues, take corrective measures and anticipate ongoing needs.
- **Critical Thinking:** Using logic, creative problem solving and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Previous experience.
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential organizational actions; to choose the most appropriate course of action in collaboration with the Property Manager. Previous experience.
- **Organizational:** Ability to keep records and information in order and up-to-date. File all records according to policy and consciously recording work and materials for record keeping.
- **Time Management:** Managing one's own time and the time of others. Previous experience.
- **Writing:** Communicating effectively in writing as appropriate for the needs of the audience. Previous experience.

**Abilities:**

- **Ethics:** Genuine and deep-rooted ethical approach to all business, finance, interpersonal and mission-related matters. Previous experience.

- **Task Management:** Ability to prioritize multiple and varied tasks within broad guidelines. Previous experience.
- **Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. Previous experience.
- **Written Comprehension and Expression:** The ability to read and understand information and idea presented in writing; and the ability to communicate information and ideas in writing so that others understand. Previous experience.

**Physical Requirements:**

- This position regularly requires the incumbent to sit, stand, speak and operate a personal computer.
- Regular walking and lifting up to 50 pounds.
- Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements.
- Able to drive a vehicle

**Scope of Responsibility:**

- Work with minimal direction.
- Significant impact on upkeep of LUCHA's overall portfolio, and home repair and weatherization programs.
- Assists with supervising third party contractors/ vendors.
- Regularly interacts with LUCHA team, including the Building Development Department and Property Management

**Work Schedule:**

- Monday through Friday from 9:00am to 5:00pm

**Benefits:**

- Life and disability, health and dental insurance, 401 (k), paid vacation and holidays

**How to apply:**

Send Resume, Cover Letter, and three references via email only, with the subject line "Maintenance Technician" to: Maria Galarza, Administrative Manager at [mgalarza@lucha.org](mailto:mgalarza@lucha.org).

**Deadline for application:**

- Until the position is filled.

LUCHA is 501(c)(3) nonprofit corporation and an equal opportunity employer. To learn more about LUCHA, please visit [www.lucha.org](http://www.lucha.org).

Approved By:		Date:	
Received By:		Date:	
Last Updated By:		Date/Time:	