

JOB VACANCY

Position: Whitley Crossings Maintenance Specialist

Location: All WCNC owned or leased properties

Hours: 8:00am – 5:00pm

Starting Salary Range: \$18.00-22.00/Hour

JOB SUMMARY

Whitley Crossings Maintenance Specialist is responsible for providing maintenance services for the Clugston Apartments on the Square, Whitley Meadows Apartments and Heritage Homes. Must be able to perform unaided accommodation with the reasonable assistance.

JOB DUTIES

1. Assume overall responsibility for maintenance needs of all WCNC properties.
 2. Ability to work non-standard/flexible hours, including other locations, evenings, weekends and holidays.
 3. Prioritize and process all work orders.
 4. Performs general maintenance repairs that do not require a specialized technician.
 5. Provide and schedule vehicle maintenance on all company vehicles and equipment.
 6. Coordinate and schedule repairs with outside contractors.
 7. Maintain necessary paperwork, i.e.; purchase orders, safety and preventative maintenance checklists, maintenance requests, etc. .
 8. Assist with lawn care work i.e.: mow, trim, weeding, spraying, landscaping, etc.
 9. Provide repairs on household appliances and misc. items.
 10. Assemble new equipment and material purchased by the agency.
 11. Purchase, move and transport equipment and supplies.
 12. Provide routine inspections of plumbing and heating/cooling systems.
 13. Meet all aspects of the agency/departmental policies and procedures, personnel policies and safety regulations.
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SKILLS AND QUALIFICATIONS

1. High school diploma or GED, 5 years in facilities maintenance and repair, valid driver's license
 2. Have knowledge of five (5) or more of the following: hydraulics, electronics, pneumatics, HVAC, commercial appliances, motorized equipment, hand tools, powered tools, plumbing or lawn care/landscaping.
 3. Know OSHA standards that pertain to staff position.
 4. Knowledge of Fair Housing standards
 1. Ability to lift a minimum of 50 pounds for short periods several times per day depending on the job setting.
 2. Good vision with excellent depth perception.
 3. Able to stoop, bend, reach crawl, push, kneel, climb. Able to drive and work with lawn mowing equipment.
 4. Must be able to drive vehicle to transport equipment to locations.
 5. Written and verbal communications skills, along with problem solving, time management, customer service, cost conscious, and must be dependable and flexible.
 6. Use of manual and power tools, and able to read and use blueprints and specifications.
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DATES FOR INTERNAL POSTING: FROM 6/22/2022 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 6/22/2022 TO until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org