

# Avalon Housing

## Job Posting: HVAC/ Maintenance Technician

Avalon Housing is a nonprofit supportive housing provider created in 1992 as a long-term solution to homelessness. We believe that housing is a basic human right. We are a housing developer, property manager, and service provider dedicated to providing affordable housing and support services for people who are homeless and who have physical and behavioral health challenges. Our goal is to help supportive housing residents achieve stability, increase self-determination and build community. Avalon owns and operates 260 apartments at 20 sites throughout Ann Arbor, manages over 100 rent vouchers with private landlords, and partners with both the Ann Arbor and Ypsilanti Housing Commission to provide housing alternatives for more than 500 formerly homeless households throughout Washtenaw County. Individualized supports and community programs are available on a voluntary basis to all 650 residents, including more than 200 children.

Avalon takes a lot of pride in maintaining our buildings and housing units to very high standards, both inside and out. The Facilities Team is comprised of 3 full-time Maintenance Technicians and a Cleaning Technician, who all directly report to the Facilities Team Leader. Maintenance Technicians provide direct service to our tenants in responding to work orders in a timely, professional, and courteous manner. Additionally, Technicians perform preventative maintenance tasks, conduct internal building and grounds inspections and monitoring, and unit turnover tasks.

### **Core Responsibilities include but are not limited to:**

- Responsible for the completion of all maintenance service requests as assigned
- Work with a variety of hand and power tools, in a safe and responsible manner
- Complete make-ready process of vacant apartments as directed by the Team Leader
- Assist in monitoring all work being performed by outside contractors
- Responsible for 24-hour emergency maintenance service as scheduled
- Monitor and maintain all building systems as assigned
- Responsible for alerting the Team Leader of any unusual occurrence, potential safety hazard, and/or damage that have taken place or that may occur
- Complete payroll time sheets, including breakdown of locations worked, and mileage reimbursement and submit to supervisor for approval
- Maintain a professional courteous manner with all residents, vendors, contractors, and fellow employees
- Assure safety standards are used which comply with all company, local, City, State and Federal Guidelines
- Maintain inventory controls for cost effective operations
- Perform all work related activities in a fair, ethical, and consistent manner
- Attend training and skills development as necessary
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly

## **Required Qualifications**

- A minimum of two years experience working in a maintenance position

## **Preferred Technical Skills and Experience**

- HVAC certified
- Plumbing
- Electrical Systems
- Appliance Repair
- Painting
- Hauling

## **Desired Skills and Abilities**

- Ability to effectively work with diverse populations in a non-judgmental way and a comfort working with people who have experienced homelessness, mental illness, and / or a chemical dependency
- Ability to work efficiently and effectively as part of a team and independently
- Strong communication skills – both verbal and written
- Strong problem-solving skills
- Must possess a highly positive and enthusiastic attitude and strong commitment toward helping those in need
- Ability to work flexible hours as required by programs and staffing needs – will need to participate in the on-call emergency pager system, requiring occasional weekend and evening work.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Additionally while performing the duties of this job the candidate will be required to operate power and manual tools, drive a van, communicate with other persons by talking and hearing, and to operate computer hardware systems.

***A valid driver's license and reliable transportation is required.***

*Job Title:* Maintenance Technician

*Reports to:* Facilities Team Lead. This position and office is based in Ann Arbor MI.

*Status:* Full-time (40 hours / week), hourly, non-Exempt

To apply please send a resume, cover letter, and references to [jobs@avalonhousing.org](mailto:jobs@avalonhousing.org) or mail to:  
Avalon Housing, Inc., Attn: Personnel  
1327 Jones Drive, Suite 102  
Ann Arbor MI 48105

This posting will remain open until the position is filled.

**Please include the job position title in your email subject line.**

*Avalon Housing is an Equal Opportunities Employer*