



Northwest Neighborhoods CDC

6516 Detroit Avenue, Suite 1
Cleveland, OH 44102-3057
216-961-4242

Full-Time Maintenance Technician

Northwest Neighborhoods CDC

Background and Position Summary

As a community-led organization, Northwest Neighborhoods equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Our service area (West 45th to West 117th Streets, north of I-90) includes Cleveland's Cudell, Detroit Shoreway, and Edgewater neighborhoods.

Northwest Neighborhoods is seeking a Maintenance Technician for a full-time role as a valued member of our team providing safe, healthy, affordable housing for residents. The Maintenance Technician will contribute to a positive impact on our community by ensuring the optimal maintenance and functionality of our residential and commercial properties.

Summary of Job Description

This position will be responsible for overseeing the maintenance and repair needs of a diverse portfolio of 15 buildings, including 350+ units of affordable housing and commercial spaces. As an integral part of our dynamic maintenance and property management team, this position play a crucial role in ensuring the overall functionality, safety, and appeal of our properties. This role will coordinate with maintenance and property management staff to ensure units are ready to rent, respond to urgent needs as they arise, and contribute to the positive living and working environment for our 500+ residential and commercial tenants.

Reports to: Executive Director and Interim Maintenance Manager

Principal Responsibilities

- Engage in skilled maintenance and repair tasks to uphold the highest standards of property upkeep, including overseeing refurbishing of vacant units and one-off repairs, and contributing to the overall enhancement of living and working spaces.
- Maintain an organized inventory of materials and supplies, ensuring seamless access to resources for ongoing maintenance projects.
- Proactively manage and maintain equipment and tools, promoting efficiency and effectiveness in daily operations.
- Availability to respond promptly to emergency repairs when on call. This may include time during evenings, weekends, and holidays.
- Demonstrate clear communication skills alongside a commitment to tenant satisfaction and safety.

- Complete detailed work order forms and all required reports (both paper and digital), for essential documentation for maintenance activities.
- Accompany inspectors, investors, and management staff to properties as needed, facilitating effective communication and collaboration.
- Coordinate repairs with outside vendors/contractors when necessary, ensuring timely and quality service delivery.
- Provide access to utility companies as needed, contributing to the smooth functioning of essential services.
- Perform additional duties as assigned by leadership teams, showing flexibility and adaptability.

Qualifications:

- Commitment to maintaining the highest standards of excellence in property safety and functionality.
- Valid driver's license and work vehicle. Truck or cargo van preferred.
- Basic hand tools required.
- Proven experience in skilled maintenance and repair roles. Knowledge and experience in building construction and maintenance including, but not limited to, plumbing, HVAC, electrical and carpentry.
- Strong organizational skills with the ability to manage inventory and coordinate multiple tasks efficiently.
- Flexibility to respond to emergency repairs during non-standard hours.
- Excellent communication skills to liaise with team members, inspectors, vendors, and management staff.
- Experience using or willingness and ability to learn digital record-keeping systems such as Email, Voicemails, Yardi or Microsoft Word, Excel, etc.

Physical Demands:

Ability to operate a motor vehicle or equipment such as snowplow and landscaping equipment. May require reaching, standing, walking, climbing and the ability to lift or move objects up to 60lbs.

Working Conditions:

Availability for extended hours during peak periods and during on-call periods. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

NWN's Commitment to Equity and Inclusion

NWN is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Compensation:

- Full-time position with annual salary of \$40,000 - \$44,500 commiserate with experience, with opportunities for advancement
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long-term disability benefits.

SEND RESUMES AND COVER LETTERS TO:

Please e-mail or mail cover letter and resume to:

Northwest Neighborhoods CDC, Attn: Maintenance
6516 Detroit Avenue, Suite 1, Cleveland, Ohio 44102

E-MAIL: maintenance@nwneighborhoods.org

NO PHONE CALLS, PLEASE