

## **JOB POSTING**

### **Maintenance Technician II**

*Under the supervision of the Director of Housing Management, the Maintenance Technician II is responsible for general maintenance and repair tasks at the unskilled and semi-skilled level at the Agency's housing developments.*

The Maintenance Technician II is responsible for:

- Making repairs or replacing plumbing fixtures and fittings such as leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, and water cutoffs.
- Repairing, building and replacing cabinets and counter-tops; building doorframes and shelving for housing units. Assisting in making carpentry repair/replacements to damaged walls, roofs, woodwork, floors, fences, etc.
- Performing repairs on electrical items such as fixtures, light switches, outlets and smoke detectors.
- Making repairs and adjustments to various appliances such as stoves, range hoods, and refrigerators.
- Performing ground care such as trimming trees, picking up trash and mowing lawns and setting up water sprinklers.
- Repairing and services air-conditioning and heating units.
- Performing preventative maintenance, check units, and assigned vehicle if applicable.
- Being on stand by duty for emergency work after normal work hours.
- Performing duties as a Truck Driver as needed.

Minimum qualifications:

- High School graduate or GED. Two years experience in building maintenance or vocational training, which involved training and/or experience in areas of drywall, carpentry, plumbing, and electrical repairs.
- Broad knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances, and heating systems.
- Skills in the use of various hand and power tools.
- Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents, write service requests, maintenance reports, and inspection reports.
- Valid Indiana Driver's License required along with personal vehicle insurance. Must have reliable transportation.
- Must be a resident of, or willing to relocate to Marion County. Bilingual skills a plus.

For consideration please contact or send resume to:

Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
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