

## **JOB POSTING**

### **Maintenance Technician IV**

*Under the supervision of the AMP Director, the Maintenance Technician IV is responsible for general maintenance of Agency housing developments and grounds. The Maintenance Tech IV performs major carpentry, electrical, and plumbing repairs and other general repairs in response to service requests and inspections of units at assigned housing developments*

The Maintenance Technician is responsible for:

- Making daily rounds of housing developments and grounds to identify maintenance needs and removing trash and discarding items.
- Repairing or replacing wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses. Checking for and repairing gas leaks.
- Repairing or replacing plumbing fixtures and fittings, showers, leaky faucets, clogged drains and sewer lines, damaged toilet, sinks and water cutoffs.
- Making carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters and downspouts, windows, cabinets, doorbells, peepholes and clotheslines. May perform painting functions as a part of “make ready” procedures.
- Making or reinforcing, and installing/replacing window and door screens; door knobs and deadbolt locks.
- Repairing or replacing tile floors, various appliances and equipment including refrigerators, gas and electric stoves, heaters, electric motors, water heaters, and smoke detectors.
- Assisting in training other maintenance personnel.
- Working on emergency work orders after normal work hours when “on call” duty.
- Assisting management with all developmental responsibilities i.e. PHAS.
- Performing administrative duties such as processing work orders and preparing written forms for vehicle usage, gas, mileage, and inspections

Minimum qualifications:

- High School graduate or GED. Five years experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience
- Good knowledge of techniques, methods, materials, and equipment used in plumbing carpentry, and electrical repairs, and in the repair of household appliances, and heating systems
- High degree of skill in one or more trade crafts and working knowledge of all maintenance crafts
- Good knowledge of Housing Agency Accident Prevention Program
- Skilled in the use of various hand and power tools and test equipment
- 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  
Fax: (317) 261-7176

EOE