POSITION TITLE: Maintenance

PAY RANGE/GRADE: Commensurate with experience/Grade 5

ESSENTIAL FUNCTIONS: The Maintenance worker carries out the completion of maintenance work requests and helps to maintain Bickerdike’s apartment units, buildings and the surrounding areas. In all instances the Maintenance Worker must perform in accordance with and be committed to the Bickerdike mission, including compliance with all Bickerdike policies and procedures.

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 persons with disabilities. While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands, reach with hands and arms, bend, lift and or move up to 75 pounds.

RESPONSIBILITIES:

1. Carry out and perform minor and major repair and maintenance work including, but not limited to: carpentry, painting, plastering, plumbing, HVAC, electrical, flooring and lock replacement as necessary and as assigned.
2. Carry out to completion all assigned work orders on occupied and vacant units in a professional manner and follow through on pending work orders, creating material lists and securing all necessary parts and materials.
3. Evaluate and create a recommended scope of work for all maintenance, repair and cleaning work needed to make assigned vacant units ready for re-occupancy, if applicable.
4. Assist the Maintenance Coordinator in maintaining supply inventory.
5. Ensure a safe working environment and practices which reflect safety as a priority.
6. Prepare buildings for inspections by outside agencies, as assigned.
7. Maintain preventive maintenance schedules for all equipment including the maintenance and upkeep of assigned vehicles at all times, reporting any major repairs to the Maintenance Coordinator.
8. Engage in and ensure professional and courteous communication with tenants regarding all work.
9. Be reachable by Bickerdike company phone at all times and be available and respond to emergency situations or emergency calls after regular office hours as required, including participation in on-call rotation.
10. Perform other relevant tasks/duties as assigned.
**QUALIFICATIONS:** Minimum of 3-4 years of related experience in carpentry, plumbing, HVAC and electrical and familiarity of commonly used concepts, practices and procedures in those fields. High school diploma or equivalent required. Must have basic math skills. Must own tools for use on the job and knowledge of and be able to operate all relevant tools and equipment. Must have good communication (written & oral) skills. Must be able to work with persons of various ethnic and economic backgrounds and willing to work flexible hours and be on-call. Must have access to a car, valid driver’s license and proof of insurance for work in the field. West Town, Humboldt Park, Logan Square, Hermosa and Avondale residents preferred.

**REPORTING RELATIONS:** Under the direct supervision of the Maintenance Manager. In the absence of this supervisor, shall report to the Maintenance Coordinator.

**POSITION CLASSIFICATION:** Non-Exempt

Bickerdike Redevelopment Corporation is an Equal Opportunity Employer
Drug Free Workplace

February 2016