



322 E. 2<sup>nd</sup> St.

Iowa City, IA 52240

Office 319-358-9212

Fax 319-358-0053

The Housing Fellowship, a nonprofit rental housing management company, is currently seeking a qualified applicant for the position of Maintenance and Repair Employee. This position is responsible for completing building rehabilitation projects and responding to tenant maintenance requests in the Fellowship's 219 rental units. Properties include single family homes, duplexes, townhomes, and apartment buildings.

The position works with a maintenance team of three individuals, and reports to the Project Manager.

The position requires knowledge of standard practices and maintenance procedures in the building trades including, carpentry, plumbing, electrical, and heating/cooling.

For three decades, The Housing Fellowship has provided affordable rental housing in Johnson County. The Fellowship builds community – investing in quality homes at affordable rents impacts the stability of families and schools, improves the quality of neighborhoods, and contributes to the local economy. Through investing in our neighborhoods and our neighbors, the Fellowship helps the cities of Iowa City, Coralville, and North Liberty achieve our shared vision of community.

To apply for this position, please send a cover letter and resume to Executive Director Simon Andrew at [sandrew@housingfellowship.com](mailto:sandrew@housingfellowship.com). Please call Simon at 319.358.9212 ext #5 with any questions. Review of applications will begin July 6, 2020.





*Opening the doors of Johnson County*

322 E. 2<sup>nd</sup> St.

Iowa City, IA 52240

Office 319-358-9212

**JOB DESCRIPTION**

Maintenance and Repair Employee

**GENERAL STATEMENT OF DUTIES:**

The Maintenance and Repair Employee is responsible for all maintenance and repair related activities of THF owned and managed rental properties. The incumbent is responsible to assist with the overall operation of the Corporation's, property, and functions. The duties and responsibilities of the Maintenance and Repair Employee are carried out in accordance with policies and procedures established by the Board of Trustees. The Maintenance and Repair Employee reports directly to the Project Manager.

**EXAMPLES OF DUTIES:**

- Receive and document all maintenance and repair requests
- Arrange and/or complete and document all repairs to units
- Complete and document all regular and routine maintenance activities to units
- Insure compliance with applicable laws, ordinances, building and housing codes
- Assist with the preparation of and maintenance of corporation financial records, reports and budgets
- Prepare units for rent-up
- Maintain inventory of maintenance and repair supplies
- Assist with the acquisition of properties and the coordination of construction/rehab activities
- Assist with inspections
- Plan for and document needed replacement and improvements
- Post notices on units as needed
- Represent the Housing Fellowship in dealing with tenants, other agencies, and the general public
- Perform other duties as required

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of standard practices and maintenance procedures in the building trades: carpentry, plumbing, electrical and heating/cooling. Knowledge of housing quality standards; skills in the operation of equipment including hand tools; ability to follow oral and written instructions; ability to make mathematical calculations and take measurements; ability to maintain written records; ability to communicate with a variety of individuals; ability to establish and maintain good working relationships with staff members, and occupants of rental property.

**QUALIFICATIONS:**

High school diploma or equivalent and at least three years of experience in the building trades and facility repair and maintenance. Valid Iowa driver's license.

**SALARY:**

Commensurate

*October 2, 2013*