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## **VACANCY ANNOUNCEMENT**

### **MAINTENANCE TECHNICIAN**

The Brunswick Housing Authority (BHA) is accepting applications for the position of Maintenance Technician. Responsible for semi-skilled to skilled maintenance of buildings, facilities, and light equipment. Performs general carpentry, electrical, plumbing, and other repairs in response to service requests and results of inspections of units in accordance with Uniform Physical Conditions Standards (UPCS) or other HUD required standards. Performs maintenance on mechanical equipment or machinery.

#### **Major Duties**

- Completes daily work orders initiated by tenants, inspectors, or other agency staff; responds to emergency work orders in a timely manner.
- Performs preventative maintenance on HVAC equipment and responds to malfunctions; troubleshoots and resolves problems; checks units for proper pressure and to identify leaks.
- Performs repairs of electrical systems; checks breakers and wiring; replaces light fixtures, outlets, and switches.
- Makes plumbing repairs; unclogs drains and repairs leaks.
- Makes dry wall and carpentry repairs.
- Paints walls and ceilings.
- Prepares materials, tools, and supplies needed for maintenance projects.
- Removes tenant property from vacated units.
- Performs maintenance and repair of vacant units to prepare for new tenants.
- Collects trash and litter from properties.
- Performs related duties.

#### **Minimum Requirements**

This a full-time position with an entry rate of \$36,357 annually. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. Please submit the [BHA Application for Employment](#) to Oran Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) by 4:00 pm EDT on Wednesday, December 4, 2024.