

Position Description
Program Associate—Maintenance
Housing Unlimited, Inc.
28 hours/5 days week

The primary focus of the Program Associate—Maintenance staff person is to maintain all Housing Unlimited, Inc. properties in excellent condition.

Duties and Responsibilities

The Program Associate of Housing Unlimited, Inc. (HUI), working with senior Program Associate—Maintenance staff, has the following duties and responsibilities:

- Perform general maintenance tasks, including but not limited to light plumbing, drywall repair, painting, etc.
- Perform light landscaping and groundskeeping work as needed.
- Prepare vacant bedrooms rooms for new tenants, i.e., clean and setup beds and other furnishing.
- Accompany vendors to preventive maintenance and other scheduled vendor appointments, i.e., appliance repair and installs/deliveries.
- Work with maintenance staff and tenant interns to service properties.
- Accompany furniture deployment team as needed.
- Participate in volunteer landscape and other projects as needed.
- Assist in hauling and transporting goods and supplies as needed.
- Report to Director of Property Development regarding issues resolved, in progress and those needing attention.
- Update status of all jobs into maintenance software in real time.
- Assist with inputting assets into maintenance software as needed.
- Perform other repairs and tasks as assigned.

Specific requirements include:

- Program Associate -- Maintenance must have the skill level to perform the above tasks.
- Program Associate must be very detail oriented and organized.
- Program Associate must have a valid driver's license and a history of safe driving.
- Program Associate must have a private vehicle that is available daily for use in conducting Housing Unlimited business; and be able to carry tools and equipment in the vehicle as needed.
- The Program Associate must carry liability insurance on any vehicle used for Housing Unlimited business at the following coverage level: \$100,000 per person/\$300,000 per incident.
- Program Associate must be able to engage HUI tenants in an empathic, respectful, and friendly manner.
- Program Associate must be a person of honesty and integrity.
- Program Associate must be neat and professional in the carrying out of his/her work.
- Program Associate assists with pager coverage on an as needed basis for emergency maintenance needs on nights and weekends 8am-10pm.

Supervision and Direction

The Program Associate—Maintenance works closely with the senior Program Associates—Maintenance. The Program Associate—Maintenance reports to, and receives monthly performance evaluations from, the Director of Property Development.

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Housing Unlimited, Inc.

12125 Veirs Mill Road, Suite 201, Silver Spring, MD 20906

301 592 9314

240-388-7572

lcook@housingunlimited.org