

Pickaway Metropolitan Housing Authority
Maintenance Operations
Pickaway County
Circleville, Ohio 43113

The Pickaway Metropolitan Housing Authority Board of Commissioners is announcing the upcoming opening of the position of Maintenance Operations employee for the agency.

Job Details:

- Full time employee of the agency
- Employee will be part of the maintenance staff that provides residential maintenance to duplex apartments and single-family dwellings owned or managed by Pickaway MHA, and that provides maintenance associated with apartments, common areas, and mechanical areas of multi-unit residential buildings owned or managed by Pickaway MHA.
- Requires travel daily to property sites in Pickaway MHA owned locations
- Requires some travel related to training

Job Responsibilities:

- Employee performs a variety of semi-skilled and skilled building and grounds maintenance activities to ensure the upkeep of agency property
- Ability to work independently and exhibit regular attendance
- Common areas of work include locating and repairing leaks to pipes and valves; repair of or replacement of electrical switches, outlets, fixtures and circuit breakers
- Window repair, along with repair of locks, doors, and door frames
- Appliance repairs
- Preparation of units for the move-in of new tenants
- Assists with some grounds maintenance that could include snow removal, treatment for ice, mowing, raking, trimming of shrubs and trees, along with the mechanical repair of equipment used in these activities
- Responsible for visual assessment of buildings and grounds to determine and note preventative maintenance to guarantee properties are free of safety hazards, debris, or other unpleasant sights.
- Assists with proper storage and securing, cleaning and maintenance of maintenance materials and supplies

Requirements:

- Valid Ohio Driver's license and suitable driving record
- Skill in use and operation of hand, power, and shop tools
- Skill in use or operation of light motorized equipment and motor vehicles
- Ability to paint, complete basic carpentry, masonry and plumbing

The Pickaway Metropolitan Housing Authority is an Equal Opportunity Housing Provider.

Interested candidates will mail their resume to: Kim Hartinger Executive Director, Pickaway MHA; 176 Rustic Drive; Circleville, Ohio 43113, or email the resume to:

khartinger@pickawaymha.com with the words "resume attached" in the subject line.

No telephone inquiries please. All resumes should be submitted by June 1, 2022 at 4:00 pm.