



Position Posting

Position:	Maintenance Specialist
Location:	St. Augusta, MN
Exempt Status:	Salaried position
Salary Range:	\$48,000 - \$56,000

The Central Minnesota Housing Partnership (CMHP), a leading regional non-profit affordable housing organization, is seeking a motivated individual to join our staff as a Maintenance Specialist to perform all aspects of the physical operations of our portfolio.

Job Summary: Primary responsibilities include working with the property management team to identify needed maintenance at the rental properties owned by Central Minnesota Housing Partnership, Inc. (CMHP). This includes responsibilities around preventative maintenance, safety, security, and the physical condition of the properties. The Maintenance Specialist would have to work closely with the property management department to review work orders and perform work including carpentry, plumbing, electrical, and tenant relations to assist in closing out work orders taken from the property management team.

Job Duties:

1. Plumbing repairs including toilets, drains, shower heads, etc.
2. Electrical repairs such as light fixtures, outlet repair, etc.
3. Carpentry repair such as repairing and replacing cabinet drawers and doors, closet doors, door frames, etc.
4. Appliance repair
5. Changing locks
6. Assessing needed repairs when tenants move to make the units ready for a new tenant
7. Preventative maintenance
8. Project management of work orders and vendors
9. Maintain tools and equipment inventory
10. Complete reports for the Property Management Team as required
11. Perform other duties as directed

Other:

- Knowledge of programs and equipment such as computers, tablets, cell phones, etc.
- Maintaining good tenant relations with residents
- Maintaining and securing confidential information
- Being able to adjust schedules as needed for emergencies

- Maintain properly working tools
- Keep an inventory of tools and supplies

Specifications:

- Must have a clean criminal record and a valid driver's license
- Must have a clean driving record for the past 5 years
- Fair housing training
- Boilers license (or willingness to get one)
- Preferred experience if affordable multifamily housing
- Preferred experience in general multifamily maintenance
- Preferred experience with property management software (YARDI)
- Preferred experience in multi-site portfolio work
- Preferred experience in federal and state inspections (REAC, NSPIRE and MOR)
- May need to be available for emergency weekend calls

Physical Requirements:

- Ability to stand, walk, reach, climb, bend and kneel
- Ability to lift up to 30 pounds frequently and 50 pounds occasionally
- Ability to reach above and below shoulders
- Ability to use hands, fingers to grasp, twist and pull
- Withstand external weather conditions such as working outside in the rain, cold, heat, or other incremental weather
- Ability to drive long distances in company vehicle

Education:

High school diploma or equivalent.

Job Type: Full-time

Pay: \$48,000.00 - \$56,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
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Pay may depend on skills and/or qualifications

Work Location: On the road

Competitive salary and exceptional benefits package. For a full job description, please visit our website at: www.cmhp.net

Please submit cover letter and resume to Julie Schueller by e-mail: julie@cmhp.net; or by mail to:

CMHP, Inc
Attn: Julie Schueller
24707 CTY RD 75
ST. AUGUSTA MN 56301

No phone calls please.

CMHP is an Equal Opportunity Employer and does not discriminate against candidates and employees because of disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.