



Housing Authority of the City of Freeport

Job Announcement

Position: Maintenance Technician
Job Type: Full Time, Monday – Friday, 7:30 a.m. to 4:00 p.m.
Salary: \$16.00 to \$18.00 Per Hour, Based on Qualifications

General Responsibilities

- Assist in the preventative maintenance and repairs to plumbing, heating, ventilation and air conditioning equipment, pumps, electrical systems and minor building/unit problems.
- Repair/replace doors, locks, ranges, refrigerators, fences and concrete/asphalt surfaces. Unclog drains and sewers. Replace lighting fixtures and burned-out bulbs.
- Clean, paint and repair (make-ready) unoccupied units (e.g. cleaning; drywall repairs/installation; floor care and ceramic/vinyl tile repairs; caulking; door repairs; door locks).
- Exterior/grounds work as assigned.
- Complete work order written documentation and inventory control.

Qualifications

- High School Diploma, or equivalent. Three years of maintenance, mechanical and/or customer service experience preferred.
- Ability to establish and maintain effective working relationships with others, deal tactfully with the public, and retain proprietary information as confidential. Ability to communicate effectively and clearly in person, and by phone.
- Ability to prepare and read work orders, computer generated products, and forms. May be required to perform on-call, emergency maintenance, which can include working after-hours, weekends, and holidays.
- Ability to comply with Authority attendance policies. Must have a valid Driver License with an acceptable driving record.
- All physical requirements are evaluated based on the ability to perform, with or without reasonable accommodations under the ADA. Ability to enter and access all areas of all buildings and dwelling units for which responsible. Able to lift, raising or lowering, 50 pounds.

To Apply

Interested and qualified applicants should send their resumes via U.S. mail or email to:

Housing Authority of the City of Freeport
Attention: Bernadette Mekalska
1052 W Galena Ave.
Freeport, IL 61032 or
bmekalska@hacf.us

Deadline: May 31, 2023