

## Part Time Position: Apartment Maintenance

To provide primary maintenance in the routine upkeep of 24 housing units and common area appearance.

### Job Requirements

- Must have a reliable vehicle, valid driver's license and proof of insurance
- Must have general knowledge of all areas of property maintenance including but not limited to carpentry, plumbing, electrical, mechanical, and HVAC
- Must be able to deal well with people
- Work with minimal supervision (Self-starter)
- Complete assigned work orders in a timely and professional manner
- Maintain property equipment

Hourly wage DOE. EOE

Interested individuals should fax or mail a resume or the attached application with salary/pay requirements to PO Box 3398 Shawnee Ok 74802-3398 or fax 405-273-3213, or email to [admin@coedd.net](mailto:admin@coedd.net)