

Position Description:

Mental Health Resource Center is seeking a **Maintenance Technician** in the Jacksonville area. The position performs maintenance tasks in the operation of New Outlook apartment complexes. Two apartment complexes, New Outlook I and New Outlook II, provide individuals with psychiatric disabilities a permanent, independent living arrangement. New Outlook consists of 16, one-bedroom apartments, and New Outlook II consists of 24, one-bedroom apartments and a business office.

Some of the responsibilities of the position include but are not limited to:

- Performs repair and maintenance on the physical plant, equipment, furnishings, grounds and related property. Determines if completed repairs and maintenance are effective, including that of contracted and vendor activities and certifies maintenance completion information for maintenance log for applicable property equipment, furnishings or fixtures.
- Oversees and reports on lawn and yard maintenance care. Assures watering of grassy areas is completed within limitations and restrictions imposed by local government.
- Investigates tenant reports of complaints on malfunction of utilities and household furnishings.
- Inspects vacated apartments to inventory furnishings and determines need for repairs or maintenance. Clears needed repairs and/or replacements required with supervisor.
- Prepares apartments after move-out of tenant and makes ready for new tenants through appropriate repairs. Cleans apartment units.
- Cleans public areas of facilities as needed.
- Maintains positive tenant relations and provides guidance on tenant maintenance responsibility for apartments.
- Provides direction to tenants involving their responsibility for the care of property and furnishings.
- Oversees safety processes and procedures for tenants, provides safety awareness information to tenants on the apartments, their equipment, furnishings, appliances, air conditioners and other systems and equipment.

Position Requirements

High School Diploma or equivalent preferred.

Two years of practical experience with maintenance typically required in housing facilities required. Apartment complex experience preferred.

Ability to read and comprehend basic procedures and instructions.

Ability to work independently and effectively manage time to complete assignments.

Ability to document services completed.

Position Details:

Full Time Shift: Monday through Friday, 8:00am to 4:30pm.

This full time position offers a comprehensive benefits package.