

TIMBERLAKE ESTATES

2423 Taylor Avenue
Springfield, IL 62703

Position Vacancy

Timber Lake Estates is currently accepting applications/resumes for the following position:

MAINTENANCE TECHNICIAN

Full-Time Position/Salary Range: Negotiable

EDUCATION & EXPERIENCE:

High School graduate or equivalent; and a valid Illinois driver's license. Considerable experience in performing a variety of custodial or minor maintenance related jobs; familiar with the more common practices, methods, materials, equipment, compounds, cleaning materials and tools used in the building maintenance and housekeeping of a large building. Must possess knowledge of basic electrical, plumbing, and carpentry skills. Must be able to perform various semi-skilled maintenance assignments. Ability to follow oral and written instructions. Must have the ability and aptitude to perform manual tasks involving physical strength. Must be dependable, hardworking and people oriented. Ability to lift, push or pull a minimum of 50 pounds; stoop, bend, climb, kneel, squat, sit and walk for long periods.

DUTIES & RESPONSIBILITIES:

Inspects, cleans, maintains and repairs buildings, heating systems, and a variety of mechanical and electrical equipment such as motors, pumps and boilers. Reads gauges, cleans and replaces thermostats, oils and greases moving parts and repairs motors. Repairs and/or replaces plumbing fixtures such as sinks, tubs/showers, commodes and hot water tanks. Replaces burst or leaky pipes and opens clogged drains. Repairs and/or replaces electrical wiring and fixtures. Performs a variety of carpentry tasks such as repairing doors and locks, installing suspended ceilings and paneling, constructing shelves and caulking and repairing windows and screens. Prepares surfaces for painting and applies paint with brushes or rollers. Performs a variety of general laborer tasks such as shoveling snow and ice from sidewalks, removing trash, moving furniture, cutting and trimming grass, maintaining landscaped areas and cleaning common areas of buildings and office. Will perform site inspection, tagging tenant doors, and communicating with administrative staff if further action is required. Responsible for notifying supervisor if inventory of cleaning supplies, maintenance materials, etc. is low. May perform inventory or ordering functions as instructed. Provides input on the operating and capital budgets. May inspect vacant units to approve for lease up.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

[https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?TrackId=\[MyTrackingId\]&ApplyToJob=184752451](https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?TrackId=[MyTrackingId]&ApplyToJob=184752451)

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Date: 4/27/18-5/7/18

This position will remain open until filled

Timberlake Estates is an Equal Opportunity Employer