



WACO

NeighborWorks Waco is looking for a full time property maintenance person to join our team in the role of **MAINTENANCE SPECIALIST**. This role is responsible for daily scheduling and performance of property maintenance for our portfolio of single family homes and duplexes.

Role: Property Maintenance Specialist

DAILY TASKS INCLUDE:

- Communication + scheduling with tenants
- Perform routine maintenance and inspections
- Move-out inspections and make ready maintenance
- Maintain work orders in our rental management system
- Assisting the Construction Manager with tasks as needed
- Seasonal grounds upkeep

REQUIREMENTS:

Job requirements include, but are not limited to:

- Extensive knowledge of building systems, such as plumbing, electrical, and HVAC
- Ability to identify issues and determine needed repairs
- Ability to plan maintenance schedules for building systems
- Ability to use iPhone or tablet application for work order management
- Excellent time management and communication skills
- Ability to perform emergency service on weekends as needed

EDUCATION & EXPERIENCE

- High school diploma or equivalent required
- At least 5 years of maintenance experience required

NEXT STEPS

If you are interested in joining our awesome team please forward your resume and cover letter to chodde@nw-waco.org by July 15, 2022, or apply in person at our office.

Benefit

401k contribution

Medical

Dental

Vision

HSA option

Annual bonus opportunity

Paid leave

Sick leave

Personal leave

Generous holiday leave

Consumer loan

Starting Salary:

Competitive Pay

Salary position

Contact: NeighborWorks
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Waco, TX 76710
(254) 296 8343
nw-waco.org