



Affordable Housing  
**Maintenance/Home Repair Technician – Fond du Lac**  
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Affordable Housing Department is seeking a full time Maintenance/Home Repair Technician. This position will be based out of the Fond du Lac office, however, work can take place in Fond du Lac, Green Lake and Winnebago counties.

**Responsibilities Include:**

- Inspect, adjust and perform basic repairs and maintenance on agency owned properties and grounds (snow removal, lawn care), machinery, and vehicle.
- Arrange for repairs by professionals as needed.
- Assist with maintenance plans, schedules, setting priorities, ensure labor and material cost is as contracted and prepare condition reports for management.
- Observe tenants' behavior and habits, including housekeeping practices, and report unusual or destructive practices.
- Prepare rental properties after move outs including painting, cleaning floors, walls, and windows, and removing trash.

**Job Requirements:**

- In depth knowledge of building construction, working knowledge of trades
- Ability to communicate effectively with tenants is required
- A valid drivers license and a driving record acceptable by our insurance carrier is essential for utilizing an agency vehicle
- Typical physical activities include considerable climbing, lifting, balancing, walking, stooping, and handling materials
- Drug Screening and background check required

Minorities and those with disabilities are encouraged to apply.

Starting wage is \$18.08 per hour. Benefits offered include: health, dental, vision, life, STD, vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,  
PO Box 1108, Fond du Lac, WI 54936-1108 OR  
FAX 920-922-7214 OR Email <[hr@advocap.org](mailto:hr@advocap.org)>

Responses received by **8/17/20** will receive preference.

<http://www.advocap.org/>

AA/EOE