



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 \$18.47 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>

Responses received by 1/7/21 will receive preference.

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

AA/EOE