



## **Maintenance/Home Repair Technician Fond du Lac Office**

The Maintenance/Home Repair Technician will 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.

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.

This is a full time position with a minimum pay of \$16.95/hr and a full benefit package. Resumes with cover letters received by 11/30/17 will be given preference. Submit to ADVOCAP Inc. Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 FAX 920-922-7214 Email [hr@advocap.org](mailto:hr@advocap.org)

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