



MAINTENANCE COORDINATOR JOB RESPONSIBILITIES

CHCURC Background

The College Hill Community Urban Redevelopment Corp. (“CHCURC”) is a non-profit community development corporation located in the diverse and historic College Hill neighborhood of Cincinnati. CHCURC works closely with residents, neighborhood organizations, business owners, and strategic partners to enhance our existing community assets and to promote a comprehensive development of the entire community. CHCURC’s mission is to revitalize the College Hill business district to improve the surrounding community.

CHCURC is currently focused on revitalizing the Hamilton Avenue Business District in College Hill as part of this mission. CHCURC’s approach is comprehensive and as such CHCURC is creating initiatives in the following areas: Economic Development, Affordable Housing, Small Business Support, and Community Engagement.

Essential Responsibilities

The Maintenance Coordinator position will be responsible for maintaining all of CHCURC’s assets along the Hamilton Avenue business district. These include vacant buildings, occupied residential buildings, and greenspace. The role includes work inside and outside throughout the entire year as listed below but not limited to.

Internal Requirements

- Responsible for leading and completing all apartment turns, including drywall patching and replacement, painting, small electrical upgrades, and small plumbing upgrades in a safe and timely manner.
- Responsible for responding to all maintenance issues raised by tenants in a safe, timely manner and in a cost effective manner.
- Must be able to work with tenants in a professional manner to resolve their issues.
- Responsible for keeping hallways, laundry areas, basements, windows and front entryways clean.
- Must be able to creatively problem solve various issues as they arise in a cost effective manner.
- Identifying and implementing cost saving opportunities.





External Requirements

- Responsible for ensuring the Hamilton Avenue business district is clear of trash and debris in front of all CHCURC owned properties.
- Daily changing of trash cans in Patrick's Park
- Water planters not maintained by the City.
- Mow, weed eat, edge, use backpack blower, mulch, and maintain all greenspace during the summer seasons.
- Assist with the plantings along Hamilton Avenue during the Spring and Fall seasons.
- Keep sidewalks shoveled and salted during the winter.
- Assist with event set up and take down.

Requirements and Qualifications

- Experience working in a field that correlates to the above mentioned requirements, must possess and clearly demonstrate knowledge in drywall patching and replacement, painting, electrical, and plumbing,
- Emotional maturity and integrity
- Willingness to work inconsistent hours and weekends as necessary
- Ability to work in a small team
- English proficiency
- Able to lift 75 lbs
- Drivers Licenses and reliable transportation
- Ability to use and maintain digital calendar and email
- Ability to work well with others.

Compensation

Hourly rate will be offered based on experience and roles ultimately hired to oversee.

To Apply

Applicants shall send a resume via email with the below application filled out and a cover letter that outlines which areas the applicant is applying for, the applicants interest in, qualification for the position, and salary goals to CHCURC's Executive Director, Seth Walsh via email at seth.walsh@chcurc.com before 5 pm on Friday, June 11, 2021. Subject line should read: CHCURC Job Opportunity. Hard copies can be dropped off at the CHCURC office at 6107 Hamilton Avenue, Cincinnati, OH 45224.

CHCURC is proud to be an affirmative action employer.





College Hill CURC Employment Application

Due: June 11 to the CHCURC Office, 6107 Hamilton Avenue, or via email to seth.walsh@chcurc.com

Summary

The College Hill Community Urban Redevelopment Corporation (CHCURC) is seeking a Maintenance Coordinator to begin work with the College Hill CURC in June 2021. In this role, the Maintenance Coordinator will work with the small team of employees and the Board of Directors and Advisory Board Members to implement the mission of the College Hill CURC. Our mission is to revitalize the Hamilton Avenue business district.

In this role, the Maintenance Coordinator will be responsible for the daily upkeep of the various properties owned by CHCURC along the Hamilton Avenue business district, including interior and exterior upgrades. The Maintenance Coordinator will report directly to the Property Manager.

Please fill out and answer the questions below and return, along with a cover letter and resume, prior to **June 11, 2021 at 5 PM** to be considered for the position. You can submit the application in person to the College Hill CURC office at 6107 Hamilton Avenue, Cincinnati, OH 45224 or via email to Seth Walsh, Executive Director, at seth.walsh@chcurc.com.

Applicant Information

Name: _____

Home Address: _____

Contact Number: _____ Best Time to Call: _____

Email Address: _____

Interview Preference: In Person / Phone / Google Hangouts

Interview Availability (select all that apply):

Morning (Before 9 am) / Work (9 am – 5 pm) / Evening (after 5 pm)





COLLEGE HILL COMMUNITY URBAN REDEVELOPMENT CORP.



Qualifications

Please tell us about yourself and include information regarding the items listed below:

- Why are you applying for the Maintenance Coordinator Position?
- What, if any, is your relationship with College Hill?
- Tell us about previous experience you have had in doing a role such as this.
- What is your vision for the role?
- What will the College Hill CURC be able to do to help you grow as a professional and person?
- Are you comfortable working irregular hours, such as evenings and weekends?
- Are you comfortable working alone?