



## Maintenance Technician Position Description

**Job Title:** Maintenance Technician  
**Reports to:** Property Manager  
**Status:** Non-exempt

### 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-Technician position will be responsible for working with the Property Division Team in maintaining all CHCURCs 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. As this role is designed to be a part of a team environment, not all tasks will be the sole responsibility of this individual.

- Completing all apartment turns, including drywall patching and replacement, painting, small electrical upgrades, and small plumbing upgrades in a safe and timely manner.
- Responding to all maintenance issues raised by tenants in a safe, timely manner and in a cost-effective manner.
- 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.
- 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.



## COLLEGE HILL COMMUNITY URBAN REDEVELOPMENT CORP.



- 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.
- All other duties as assigned by the Property Manager.

### **Requirements and Qualifications:**

- Experience working in a field that correlates to the responsibilities mentioned below, must possess, and clearly demonstrate strong knowledge of at least one trade: Electrical, Plumbing, Carpentry, Drywall, HVAC, Appliances
- Valid driver's license and reliable transportation; driving record which allows company insurance policy coverage
- Good interpersonal and organization skills; efficient in time management
- Willingness to learn new technology/software
- Ability to lift 75 pounds without assistance
- Ability to troubleshoot and problem solve individually and/or with a team
- Ability to climb several flights of stairs, ladders, and scaffolding with ease
- Work from, ladders, and scaffolding interior and exterior
- Ability to stand for extended periods of time
- Always maintain professional appearance
- Emotional maturity and integrity
- Willingness to work inconsistent hours and weekends as necessary
- Ability to work in a small team and work well with others
- English proficiency

### **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 Property Manager, Tony Thompson via email at [tony.thompson@chcurc.com](mailto:tony.thompson@chcurc.com). 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.



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## College Hill CURC Employment Application

Due: CHCURC Office, 6107 Hamilton Avenue, or  
via email to [tony.thompson@chcurc.com](mailto:tony.thompson@chcurc.com)

### *Summary*

The College Hill Community Urban Redevelopment Corporation (CHCURC) is seeking a Maintenance Technician to begin work with the College Hill CURC. In this role, the Maintenance Technician 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.

Please fill out and answer the questions below and return, along with a cover letter and resume 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 Tony Thompson, Property Manager, at [tony.thompson@chcurc.com](mailto:tony.thompson@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)



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

- Why are you applying for the Maintenance Technician 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?