



PUBLIC HOUSING
180 Visger Rd.
Office (313) 382-1414
Fax (313) 382-0228

CFP/MAINTENANCE
460 1/2 Lenoir
Office (313) 382-1414
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JOB POSTING	
Title:	Maintenance Administrator
Reports To:	Executive Director (or designee)
Employment Type:	Regular, Full-Time; Initial 120 Day Probationary Period

SUMMARY OF POSITION

The primary function of this position is to oversee the maintenance of the River Rouge Housing Commission’ public housing units in order to provide safe, quality and sanitary housing for the RRHC’s residents.

DUTIES AND RESPONSIBILITIES

- Oversee contractors and vendors for various services and materials needed by the RRHC;
- Review documentation provided by contractors for accuracy and completion;
- Coordinate with Capital Funds for larger projects;
- Complete an array of routine and emergency work orders;
- Oversee work order system and apply maintenance charges when applicable;
- Respond to after-hour emergency calls;
- Procure needed services and materials;
- Conduct site and unit inspections as needed;
- Reduce vacancy and oversee make ready of vacant units;
- And other related maintenance duties.

QUALIFICATIONS

- High school diploma or GED from an accredited high school or adult training program; preference may be provided with additional formal training from an accredited college or trade school;
- A minimum of two (2) year maintenance experience;
- Valid driver’s license;
- Able to lift at lift 50 lbs;
- Able to stand for extended periods of time; and
- Able to work in an office setting, inside occupied/vacant units and outside in all types of weather conditions.

SUBMISSION

Please submit resume detailing experience and education and salary requirements to enugin@riverrougehousing.com. Position will remain open until a qualified candidate is selected.