



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5371 Log Sheet

Job Posting Date: 9/22/2025

Employer Information:

East Akron Neighborhood Development Corporation

Contact: Tara Simonetti

550 S Arlington St

Akron, Ohio 44306

Phone: 330-773-6838 **Ext:** 103

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Main Business:

Housing and Social Services

Job Title: Maintenance Technician

Full/Part-time: Full-Time

Job Hours: 8:00 a.m. - 4:30 p.m.

Job Duties:

- Perform general maintenance and repairs, including plumbing, electrical, HVAC, carpentry, painting, and appliance troubleshooting of all EANDC properties, as assigned.
- Conduct routine inspections and preventive maintenance to identify potential issues before they become major problems.
- Complete work orders accurately and efficiently, documenting repairs and communicating status updates.
- Respond to emergency calls and urgent maintenance needs, including after-hours as required.
- Assist with unit turnovers, including cleaning, painting, and preparing units for new residents as needed.
- Coordinate and oversee work performed by outside vendors and contractors when necessary.
- Maintain safe working conditions by following OSHA standards, building codes, and company safety policies.
- Care and maintenance of all supplies and equipment owned by EANDC.
- Reporting unusual or extraordinary circumstances regarding the properties or residents.
- Provide excellent customer service when interacting with residents, tenants, and staff, ensuring professionalism and clear communication.
- Thorough knowledge of EANDC company policies and policies of the properties.
- Use of personal vehicle for all work orders and tasks associated with EANDC.

- o Mileage Reimbursement applies.
- o Ensure the vehicle is in working order.
- o Proof of liability and property damage insurance on vehicle used is required.
- Must maintain a valid state of Ohio driver's license.

Compensation: \$19.00 - \$24.00 / hr. commensurate with experience

Special Notes / Additional Information:

Link to the posting:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6935452

Minimum Age Requirement?

18

How to Contact: Email resume, Apply Online

Seeking:

CVCC Alumni, Adult /Job Seeker

Program Area:

General, Construction Technologies

E-mailed Job Posting on: _____

Notes:



Maintenance Technician Job Description

East Akron Neighborhood Development Corporation (EANDC) is a Not-For-Profit 501(c)(3) Charitable Housing Development Organization. EANDC develops, owns, and manages market rate and affordable housing for low-income, elderly, and veteran residents in Summit County and Stark County, Ohio. We are the largest provider of affordable housing in Metropolitan Akron. EANDC also provides home buying counseling, energy efficiency audits, free energy-efficient appliances, social services, community and event coordination, and more to qualified Summit and Stark County residents.

General Responsibilities and Essential Functions:

The Maintenance Technician is a non-exempt full-time position that reports to the Property Maintenance Manager and Chief Real Estate Development Officer ("CREDO") and is responsible for assisting in all aspects of our property's maintenance, including grounds, custodial, preventative, corrective, deferred, and emergency maintenance. General tasks and responsibilities of this role are outlined below.

Reports to:

Property Maintenance Manager

Key Responsibilities:

- Perform general maintenance and repairs, including plumbing, electrical, HVAC, carpentry, painting, and appliance troubleshooting of all EANDC properties, as assigned.
- Conduct routine inspections and preventive maintenance to identify potential issues before they become major problems.
- Complete work orders accurately and efficiently, documenting repairs and communicating status updates.
- Respond to emergency calls and urgent maintenance needs, including after-hours as required.
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- Reporting unusual or extraordinary circumstances regarding the properties or residents.
- Provide excellent customer service when interacting with residents, tenants, and staff, ensuring professionalism and clear communication.
- Thorough knowledge of EANDC company policies and policies of the properties.
- Use of personal vehicle for all work orders and tasks associated with EANDC.
 - Mileage Reimbursement applies.
 - Ensure the vehicle is in working order.
 - Proof of liability and property damage insurance on vehicle used is required.
- Must maintain a valid state of Ohio driver's license.
- Assist organizational leadership with any tasks related to the financial support and development of the organization as needed.
- All work will be performed according to the organization's policies, standards, core values and in the spirit of the organization's mission and vision statements.



Maintenance Technician Job Description

Required Skills:

- Hands-on skills in plumbing, electrical, HVAC, carpentry, painting, and general building maintenance.
- Proficiency with hand tools, power tools, and diagnostic equipment.
- Ability to read, understand, and complete work orders (paper or digital).
- Ability to work early morning or late-night shifts.
- Ability to work extra events.
- Ability to work well under minimal supervision.
- Capacity to take direction and have a strong attention to detail.
- Knowledge of Hazardous Communication Protocols and use of PPE.
- Willingness to work in a team atmosphere.

Required Qualifications:

- Minimum 2–3 years of property or facility maintenance experience (residential, commercial, or mixed-use).
- High School Diploma or equivalent.
- Must be able to pass a pre-employment criminal background check and drug screening.
- Willingness to work on-call rotations, evenings, and weekends.
- Willingness to work on extra events, as needed.

Preferred Qualifications:

- HVAC/EPA Certification, OSHA 10/30, or trade licenses (electrical, plumbing, etc.).

Work Environment:

- Fieldwork at client locations, including residential homes.
- Office work for data analysis, report writing, and client consultation.
- May require travel to different sites and occasional work in confined spaces or at heights.
- May require occasional overtime as needed.
- **This is a full-time, on-site position, generally beginning at 8:00 a.m., Monday through Friday.**

Physical Demands:

This position requires the ability to lift, carry, push, and pull up to 30 pounds on a regular basis, with occasional heavier lifting assisted by team members or equipment. The role involves frequent standing, walking, bending, kneeling, crouching, climbing ladders, and working in confined spaces. A Maintenance Technician must be able to work both indoors and outdoors in varying weather conditions, safely operate hand and power tools, and use maintenance equipment with proper manual dexterity. Clear vision and hearing are required to identify maintenance issues and operate equipment safely. The position may also require quick physical responses in emergency situations.

Benefits and Compensation:

- Starting wage range: \$19.00 - \$24.00 per hour, commensurate with experience.
- Standard Mileage Reimbursement for vehicle usage during assigned duties.
- Health, Dental, Long-term disability, and Vision Insurance.
- Additional Voluntary Benefits after probationary period.
- Generous paid sick-time, vacation, and holidays.
- 403(b) Retirement Plan.
- EANDC qualifies toward the Public Service Student Loan Forgiveness (PSLF) program.