

Northwest Oregon Housing Authority

Job Posting

Maintenance Technician I – Part-Time

Worksite Location:	Astoria, OR 97103
Work Schedule:	Part-Time
Pay:	\$18.00–\$22.00/hr DOE
Reports to:	TBD
Application Deadline:	Open until filled
Weekly Hours:	20 hours

About Northwest Oregon Housing Authority

The Northwest Oregon Housing Authority (NOHA) is the housing authority for Columbia, Clatsop, and Tillamook Counties, located on the picturesque Oregon North Coast. Our mission-driven team is committed to helping and supporting those with limited financial means. In addition to administering 1,235 Housing Choice Vouchers, NOHA owns or has a partnership interest in more than 700 units in 15 apartment communities across three counties. We take pride in providing safe, well-maintained homes for our residents.

Who Are We Looking For?

We are looking for a dependable, hardworking individual who is ready to start or grow a career in residential property maintenance. As a Maintenance Technician I, you will assist in keeping our apartment communities clean, safe, and well-maintained. This is a great entry point for someone who is eager to learn, takes pride in their work, and wants to make a real difference in the lives of the residents we serve.

The Maintenance Technician I is an entry-level classification. NOHA expects work that is consistent with industry standards for entry-level residential property maintenance — no specialized trade licenses, certifications, or skills beyond those described in this posting are required or expected. Tasks that require a licensed trade or specialty contractor will be assigned to qualified outside vendors in accordance with Oregon law and agency policy. This position will not be asked to perform work outside the normal and customary scope of a Maintenance Technician I in affordable housing property management.

Equally important to us is finding someone who will work with integrity, patience, and genuine collegiality alongside the Community Manager and the rest of our team. NOHA is a small, mission-driven organization where a cooperative, can-do spirit is not just appreciated — it is essential. We are looking for someone who approaches challenges with professionalism and good faith, communicates openly and respectfully, and actively contributes to a positive working environment. If that sounds like you, we encourage you to apply.

Job Functions

Routine Maintenance Assistance

- Assist with routine maintenance and repair of building components within the scope of the Maintenance Technician I classification — including minor plumbing, basic electrical, carpentry, drywall patching, painting, flooring, cabinetry, doors, windows, locks, appliances, exterior fixtures, and janitorial tasks — under the direction of the designated supervisor; work requiring a licensed trade or specialty contractor will be referred to qualified outside vendors as required by Oregon law or agency policy
- Assist with unit turnovers by helping to identify basic deficiencies, performing cleaning and minor repairs, and supporting all tasks required to bring vacant apartments to agency rent-ready standards; assist with a final walkthrough to confirm habitability prior to occupancy
- Respond to assigned maintenance work orders and resident service requests in a courteous, respectful, and professional manner; perform all work consistently and in compliance with Fair Housing requirements; confirm assigned repairs are complete and meet expectations before closing work orders; and when appropriate, assist in educating residents on the proper use of appliances, smoke detectors, thermostats, fixtures, and other unit features
- Assist with preparing and updating maintenance requests and work orders; maintain the property maintenance log daily and record completed work accurately using agency software
- Under the direction of the supervisor, assist with monitoring outside vendors and contractors on site; report observations about work completeness or quality to the supervisor
- Participate in an after-hours emergency maintenance rotation as assigned; assist with response to emergency situations including plumbing failures, water intrusion, sewer backups, electrical hazards, weather-related damage, building security issues, and other conditions affecting resident safety or property operations

Grounds & Common Areas

- Walk property grounds regularly; assist in maintaining exterior cleanliness and excellent curb appeal
- Pick up trash; keep breezeways, sidewalks, and common areas clear of clutter and debris; assist with snow removal, ice removal, and application of de-icing materials during winter weather as needed
- Assist with seasonal maintenance duties including landscaping (raking, pruning, general upkeep), leaf removal, storm preparation and cleanup, fallen tree and branch removal, and drainage maintenance to keep grounds safe and attractive year-round
- Assist with maintaining sidewalks and parking lots, including painting lines and stencils as needed

Inspections & Preventive Maintenance

- Help perform regular preventive maintenance inspections of units and common areas; assist in monitoring for roof leaks, plumbing leaks, moisture intrusion, mold concerns, and other conditions affecting resident health or building integrity, and report findings promptly to the Community Manager
- Regularly check smoke detectors to ensure proper operation; assist with changing appliance filters, checking air handlers, and completing other scheduled inspections; report suspected pest-related issues to the Community Manager for coordination with contracted providers
- Assist with move-out inspections and related reporting
- Notify the Community Manager of any safety-related issues, potential liabilities, or lease agreement violations
- Assist in preparing properties for inspections by HUD, investors, lenders, insurance carriers, local agencies, and other regulatory entities; support efforts to maintain compliance with HUD NSPIRE standards and other applicable housing quality requirements

Supplies, Inventory & Safety

- Help maintain maintenance inventory; assist with monitoring stock levels, organizing tools and supplies, receiving deliveries, and keeping the maintenance shop and storeroom clean, safe, and orderly; follow agency purchasing procedures when obtaining materials

- Assist with capital improvement, rehabilitation, and property improvement projects — such as flooring replacement, painting, appliance installation, and common area improvements — to the extent consistent with the Maintenance Technician I classification
- Perform all work in compliance with OSHA regulations and applicable local, state, and federal laws
- Maintain confidentiality of all resident, property, and organizational information
- Accurately record time worked in accordance with timekeeping guidelines

The duties listed above are representative of the types of work performed and are not intended to identify every task that may be assigned. Maintenance Technician I employees are expected to assist with a broad range of maintenance, turnover, grounds, custodial, inspection, preventive maintenance, emergency response, and property preservation duties that are reasonably related to the entry-level classification and the operational needs of the agency. Other Duties as Assigned.

Skills and Competencies

- Willingness to learn and take direction; a positive, team-first attitude
- Basic knowledge of or exposure to plumbing, painting, janitorial work, and general maintenance helpful but not required
- Strong attention to detail and follow-through
- Ability to manage time effectively and complete assigned tasks with minimal supervision
- Good written and verbal communication skills; ability to read and follow safety rules, operating instructions, and procedure manuals
- Basic math skills for measurements and materials estimation
- Professional and respectful interactions with residents and colleagues at all times
- Working knowledge of fair housing principles and applicable landlord/tenant regulations; commitment to consistent, nondiscriminatory service in all resident interactions
- Comfortable using agency software and technology to manage and document work orders and maintenance records
- Ability to safely operate hand tools, power tools, ladders, and maintenance equipment in accordance with OSHA requirements and agency safety policies

Education and Experience

- One (1) to three (3) years of related maintenance, janitorial, or general labor experience; or an equivalent combination of education and experience
- High school diploma or GED preferred
- Valid Oregon driver's license, proof of current insurance, and a clean driving record required
- Reliable transportation capable of carrying necessary tools
- Must supply own basic tools (required tool list provided upon hire; tools must be acquired within 60 days of employment)
- Available for after-hours emergency response on a rotating basis

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, climb, stoop, kneel, crouch, crawl, reach, balance, and use hands to handle, grasp, operate tools, equipment, and materials. The employee is frequently required to talk, hear, and communicate effectively with coworkers, vendors, and residents.

- The employee must be able to regularly lift and/or move up to 75 pounds independently and occasionally assist with moving items weighing more than 100 pounds through proper lifting techniques, team lifting, and the use of mechanical lifting equipment
 - The employee may be required to push, pull, carry, and maneuver tools, equipment, parts, and materials throughout the workday
 - The employee may be required to work in awkward positions, on ladders, elevated surfaces, rooftops, or within confined spaces
 - The employee may sit for up to 2–4 hours per day while driving between worksites, completing documentation, or attending meetings and may stand and/or walk for up to 8 or more hours per day depending on operational needs
 - Regular travel between worksites is required; the employee must be able to safely operate a motor vehicle and spend extended periods driving as part of daily job duties
 - Specific vision abilities required by this job include:
 - Close vision (clear vision at 20 inches or less)
 - Distance vision (clear vision at 20 feet or more)
 - Color vision (ability to identify and distinguish colors)
 - Depth perception (ability to judge distances and spatial relationships)
 - Ability to adjust focus (ability to bring objects into sharp focus)
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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a variety of environments, including office, residential, and outdoor settings
 - The noise level in the work environment is typically moderate and may occasionally be loud when working around machinery, equipment, power tools, or active work areas
 - The employee is routinely exposed to varying weather conditions, including heat, cold, rain, wind, and other outdoor environmental conditions
 - The position may involve exposure to dust, dirt, fumes, mechanical equipment, electrical systems, chemicals, cleaning agents, and other materials commonly encountered in maintenance operations
 - The employee may work in temperature-controlled and non-temperature-controlled environments
 - Frequent travel between worksites is required
 - The employee must follow all applicable safety procedures and utilize appropriate personal protective equipment (PPE) when required
 - Work will require after-hours emergency response on a rotating basis
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Benefits

- Generous paid time off
- 457 deferred compensation plan
- Training opportunities
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

** A skills assessment will be conducted prior to extending an offer. A pre-employment background check is required for all final candidates.*

Interested?

To apply, submit your cover letter and resume on Indeed by clicking (or hold down ctrl key then click) [HERE](#).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit, we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.