

Northwest Oregon Housing Authority

Job Posting

Maintenance Technician II – Part-Time

Worksite Location:	St. Helens, OR
Work Schedule:	Part-Time
Pay:	\$25.00–\$27.00/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 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 motivated, detail-oriented Maintenance Technician II who takes pride in keeping residential properties clean, safe, and well-maintained. You will perform routine upkeep, respond to work orders, and help ensure our residents enjoy a quality living environment. This position may require regular travel between work sites. If you have hands-on maintenance experience, a strong work ethic, and a desire to serve your community, we'd love to hear from you.

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 & Repairs

- Perform routine and intermediate maintenance and repair of building systems and components within the scope of the Maintenance Technician II classification — including plumbing, electrical, carpentry, drywall, flooring, cabinetry, doors, windows, locks, lighting, gutters, roofing (minor repairs and patching), fencing, water heaters, HVAC filters and ventilation components, appliances, exterior fixtures, painting, and janitorial tasks — ensuring all work is completed in a timely and professional manner; work requiring a licensed trade or specialty contractor will be referred to qualified outside vendors as required by Oregon law or agency policy
- Complete unit turnovers by identifying deficiencies, recommending necessary repairs, and performing all work required by agency rent-ready standards, including drywall patching, painting, lock changes, appliance

installation, flooring repairs or replacement, cabinet repairs, and thorough cleaning; conduct a final inspection to verify each unit meets quality and habitability requirements prior to occupancy

- Respond promptly to maintenance work orders and resident service requests; provide courteous, respectful, and professional service during all resident interactions in occupied units and common areas; perform all work consistently and in compliance with Fair Housing requirements; verify completed repairs meet agency quality standards before closing work orders; and when appropriate, educate residents on the proper use of appliances, smoke detectors, thermostats, fixtures, and other unit features
- Maintain accurate records of completed work orders, preventive maintenance, inspections, inventory, and related activities using agency software; update the property maintenance log daily
- Assist with scheduling, coordinating, and monitoring outside vendors and contractors performing maintenance, repairs, and inspections; inspect completed vendor work for completeness, workmanship, and contract compliance, and promptly report deficiencies to the Community Manager
- Participate in an after-hours emergency maintenance; respond promptly to emergency situations including plumbing failures, water intrusion, sewer backups, electrical hazards, fire damage, weather-related damage, building security issues, and other emergencies affecting resident safety or property operations

Grounds & Common Areas

- Walk property grounds regularly; maintain exterior cleanliness and excellent curb appeal
- Pick up trash; clear breezeways, sidewalks, and common areas of clutter and debris; perform snow removal, ice removal, and apply de-icing materials during winter weather as needed
- Perform 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
- Maintain sidewalks and parking lots, including painting lines and stencils as needed

Preventive Maintenance & Inspections

- Conduct regular preventive maintenance inspections of units and common areas; monitor 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, change appliance filters, check air handlers, and complete other scheduled inspections; identify pest-related issues and coordinate treatment with contracted pest control providers
- Conduct pre-move-out inspections and provide accurate written estimates for needed repairs
- Alert the Community Manager to any safety-related issues, potential liabilities, or repair needs
- Assist in preparing properties for inspections by HUD, investors, lenders, insurance carriers, local agencies, and other regulatory entities; help maintain compliance with HUD NSPIRE standards and other applicable housing quality requirements

Supplies, Inventory & Safety

- Maintain maintenance inventory; monitor stock levels, organize tools and supplies, minimize waste, and keep the maintenance shop and storeroom clean, safe, and orderly; assist with procurement by obtaining pricing, receiving deliveries, recommending materials, and following agency purchasing procedures
- Assist with capital improvements, modernization, rehabilitation, unit upgrades, and other property improvement projects — such as flooring replacement, appliance installation, painting, and common area improvements — to the extent consistent with the Maintenance Technician II 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 II employees are expected to perform a broad range of maintenance, turnover, grounds, custodial, inspection, preventive maintenance, emergency response, and property preservation duties that are reasonably related to the classification and the operational needs of the agency.

Other Duties as Assigned

Skills and Competencies

- Intermediate working knowledge of basic electrical, basic plumbing, carpentry, appliance repair, painting, drywall repair and installation, and landscaping
- Strong attention to detail and organizational skills
- Effective time management; ability to prioritize work orders and meet deadlines
- Ability to work independently or collaboratively as part of a team
- 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 law and landlord/tenant regulations; commitment to consistent, nondiscriminatory service delivery in all resident interactions
- Comfortable using agency software and technology to manage and document work orders, inspections, and maintenance records
- Ability to safely operate hand tools, power tools, ladders, lifts, maintenance equipment, and agency vehicles in accordance with OSHA requirements and agency safety policies

Education and Experience

- Minimum one (1) year in a Maintenance Technician I role, or two (2) years of prior maintenance experience in residential or multi-family property management
- 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)
- Ability to regularly lift and/or move up to 75 pounds independently and occasionally assist with moving items weighing more than 100 pounds using proper lifting techniques, team lifting, and mechanical lifting equipment
- 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 Maintenance Technician II 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 Maintenance Technician II 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 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.

Equal Opportunity Employer

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.