



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Maintenance Technician (EP-011226-01)

**Location:** Murphysboro, Illinois

**Salary:** \$21.00 to \$25.00 per hour, commensurate with experience

### **Position Overview**

Jackson County Housing Authority in Murphysboro, Illinois, is seeking candidates for a full-time, hourly, non-exempt, Maintenance Technician position. The purpose of the Maintenance Technician is to support the mission of the Housing Authority by providing high-quality residential maintenance and customer service so that the tenants are assured safe, quality, and decent living conditions. This type of work involves the performance of semi-skilled and skilled, diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level and in carrying out a full set of maintenance duties.

This position may be required to work in and under hazardous and adverse conditions such as sleet, snow, heat, cold, dust, and dirt. This position follows HUD's and the Housing Authority's policies and procedures, by working with the direct supervisor, and other Housing Authority staff and by working with other vendors and community partners to coordinate essential agency functions.

The Maintenance Technician carries out work assignments after being provided with a work schedule, determining his/her work methods and techniques for accomplishing. The Maintenance and Capital Improvement Coordinator and Union Foreman check work while in progress and upon completion for acceptability.

The Maintenance Technician generally works independently and exercises a great deal of independence of judgment in resolving problems in the act of repairing buildings and apartments.

This position is full-time (40 hours per week) working Monday through Friday; weekends and holidays required while assigned to on-call. Benefits are available.

### **Scope of Authority**

As a key member of the Maintenance Team, the Maintenance Technician reports directly to the Maintenance and Capital Improvement Coordinator and also takes direction from the Union Foreman. The position functions include, but are not limited to providing quality affordable housing opportunities for individuals and families at JCHA.

### **Job Functions**

Every effort has been made to identify the essential function of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position as may be directed by the Union Foreman and Maintenance and Capital Improvement Supervisor.

## **Major Duties and Responsibilities**

1. Independently or in the assigned team, performs a wide range of maintenance functions including but not limited to: painting, caulking, HVAC repairs, lock repairs, window/door repairs, electrical repairs, appliance repairs, plumbing repairs, preventative maintenance, and changing light bulbs, filters, batteries, etc.
2. Cleans units:
  - a. Removes trash, furniture or other items that may have been left in units
  - b. Washes walls, cabinets, tubs, sinks, toilets, light and outlet covers, mirrors, counters
  - c. Sweeps and mop floors
  - d. Cleans appliances
  - e. Removes construction debris
3. Assures vacancy preparation of units are thoroughly completed while meeting required deadlines.
4. Provides friendly and professional customer service to residents, addressing their inquiries and concerns in a respectful manner by consistently thoroughly and consistently completing work orders, providing necessary explanations and applicable fees.
5. Maintains company-owned or leased vehicle. This includes annual inspections, regular service, oil change, and regular cleaning.
6. Maintains accurate inventory counts and records for assigned vehicle, tools, and warehouse. Reports any inventory issues to Maintenance and Capital Improvements Coordinator.
7. Assists with the organization and cleanliness of maintenance shop, removes garbage daily.
8. Provides Work Order Technician with a list of supplies needed to complete unit renovations and work order.
9. Organizes and cleans maintenance shop, removes garbage daily when assigned.
10. Empties garbage containers and trash compactors.
11. Maintains, cleans, and organizes garbage enclosures, dumpsters and/or garage compacter rooms, including deodorizing and power washing as needed or directed.
12. Maintains paperwork, as required including completion of purchase orders and work orders.
13. Works an on-call, rotating call schedule as assigned.
14. Proactively addresses repairs.
15. Reports any contract work that needs to be addressed to Maintenance and Capital Improvements Coordinator and/or Union Foreman.
16. Monitors and manages preventative maintenance work orders.
17. Performs regular housekeeping and grounds inspections while working in resident's units and notifies property managers of any issues.
18. Assists with the enforcement of the lease agreement by identifying violations and notifying property managers as necessary.
19. Completes move-out inspections which includes preparation of final charges to residents' accounts for any damages; Coordinates with resident and Property Manager as necessary. Repairs, replaces, and cleans appliances as required.
20. Installs or replaces baseboard heating; Troubleshoots and repairs HVAC systems and recommends replacement when necessary; Performs preventative maintenance on HVAC systems.
21. Loads dumpsters and trucks with furniture, material and debris.
22. Responsible for emergencies that may arise outside of normal business hours.  
(ie. flood, fire, power loss, etc.)
23. Maintains grounds, parking lots and walking pathways including removing objects such as rocks, glass, snow and ice, and large debris, tree limbs, other tripping hazards.

24. Maintains lawn and grounds as required.
25. Responds promptly to maintenance requests, assignments and other inquiries from residents and supervisors.
26. Actively participates in staff meetings, training sessions, and professional development opportunities to enhance skills and knowledge.
27. Supports co-workers as a team to accomplish department and agency goals.
28. Participates in Housing Authority activities and committees as needed or desired.
29. Performs any other duties as assigned by supervisors to contribute to the overall success of the maintenance department.

### **Knowledge, Skill, and Abilities**

1. Ability to contribute to a positive work environment and display the same positivity to the applicants, participants, and tenants.
2. Knowledge and compliance with Fair Housing and Illinois State Landlord/Tenant Laws and the U.S. Department of Housing and Urban Development.
3. Proficient computer skills and ability to learn JCHA software systems.
4. Ability to work independently and multi-task on a variety of tasks.
5. Maintain reliable and predictable attendance.
6. Ability to use tact, discretion, initiative, and independent judgment within established guidelines.
7. Ability to apply logical thinking to solve problems or accomplish tasks to understand and communicate complicated policies and procedures.
8. Keep and guard all applicants, tenants, and participants personal information in a private manner.
9. Establishing and maintaining ethical and cooperative relationships with all those contacted in work.
10. Ability to learn and be trained on complicated policies and procedures.
11. Ability to be a constant professional at work; including professionally dressed, groomed, and speak professionally to clients and other staff.
12. Ability to respect and take care of the facility, and not be wasteful of supplies.
13. Ability to communicate effectively and solve problems related to property upkeep, work completion, tenants, and Management.
14. Ability to be safety oriented.
15. Knowledge of occupational hazards involved and necessary safety precautions for maintenance and repair work and use of automotive equipment.
16. Ability to use and service hand and power equipment operated in conjunction with job responsibilities.
17. Ability to understand and follow oral and written instructions.
18. Ability to perform a variety of skilled tasks to complete work assigned in carpentry, plumbing, HVAC, electrical, and preventive maintenance work.
19. Ability to be trained on and use a variety of equipment including but not limited to a bobcat, snowplow, wood chipper, lawn mower, dump truck, pulling a trailer and chainsaws.

### **Working Conditions/Physical Requirement (with or without reasonable accommodation)**

1. Overtime is required in this position; provide scheduled on-call 24-hour coverage, as assigned.
2. Requires a degree of health and physical well-being that allows performance of the duties described herein.
3. Must be able to lift 80 pounds.

4. There are a number of deadlines associated with this position, which may cause stress.
5. Constantly operates tools and equipment used in apartment renovation and painting.
6. Frequently communicates. Must be able to exchange accurate information.
7. May be required to climb stairs, stoop, bend, kneel, crouch, or crawl in order to complete inspections at various housing rentals.
8. Must be able to determine if a housing rental passes inspection, mainly through visual means.

### **Education/Specific Requirements**

1. Must have at least two (2) years paid experience in related fields of construction or maintenance.
2. High school graduation or equivalency.
3. Experience in the work of subordinate classifications. Equivalent combination of training and experience.
4. Hold a valid Illinois driver's license with an insurable driving record.
5. Ability to pass a federal, state, and local criminal investigation clearances.
6. Ability to pass a drug screening.

### **Work Details**

- Full-time, 40 Hours per week
- Benefits Eligible
- Monday – Friday; weekends and holidays required while assigned to on-call

### **HOW TO APPLY**

To apply, please email your resume with cover letter to Margaret Taylor at: [mtaylor@jcha-il.org](mailto:mtaylor@jcha-il.org)

**Man-Tra-Con Corporation is a member of the American Job Center network,  
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