

MAINTENANCE TECHNICIAN

Multiple Apartments in Crawford County

NECAC, a 12-county area not-for-profit social service, community health and public housing Community Action Agency, has an opening for a Contract Maintenance Technician to perform maintenance, repairs, painting and cleaning on NECAC managed apartment complexes at Cuba Apartments (48 units) in Cuba, MO; Highley Heights Apartments (24 units) in Cuba, MO; and Crawford County Affordable Housing (32 units) in Bourbon and Steelville, MO. Carpentry, painting, plumbing and electrical skills required. Valid driver license and a reliable and insurable vehicle (preferably a pickup) required. Must have good people skills to relate with tenants and clients. Must be able to accurately complete paperwork and possess basic math skills and computer knowledge. Regular work hours are negotiable but will be 40 hours per week; although will be on-call to resolve emergency maintenance issues. Apartment work will be approximately 16 hours at Cuba, 8 hours at Highley Heights, and 16 hours at Crawford County with other hours as need dictates. Starting salary of \$11.00 per hour based on experience. Some travel mileage for property related travel is reimbursed at the agency approved rate. Non-benefit position except for agency-contributed 401(k) retirement plan. Applications may be picked-up at NECAC's Central Administration Office, 16 North Court St in Bowling Green Mo., or mail cover letter and resume to NECAC-Personnel Officer, P.O. Box 470, Bowling Green, MO 63334 OR fax the above information to 573-324-3960 OR e-mail to dpage@necac.org . You may also obtain the application at any of our Service Centers or online at <http://necac.org/jobs/job-openings>. You may also obtain an application at any of the apartments mentioned above. Please ensure you submit an email address with your resume/application as future correspondence is done solely via email. Additional questions, please call 1-800-748-7636. EOE/MFDV