



Title: Maintenance Supervisor

Dept. Housing

Reports to: Housing Director

About: Central Detroit Christian Community Development Corporation (CDC) is a non-profit, faith-based organization committed to empowering people and creating positive opportunities for the central Detroit community. Our mission is that through education, employment and economic development, Central Detroit Christian CDC strives to transform individuals to reach their highest potential while transforming the community to be a place of Shalom (peace and wholeness).

General Position Summary: The Director is responsible for managing and advancing the Housing Development program. He / She will conduct feasibility studies, secure financing and manage the development process for new and rehabilitated affordable housing projects. Financial aspects of development are required as well as a high level of skills in the area of financial project structuring. This position requires excellent judgment and the ability to make critical decisions that align with CDC's goals and mission.

Qualifications:

- Must have a valid Michigan Driver's License
- Must adhere to CDC's code of conduct
- Computer literacy. Ability to maintain computerized operations.
- City residency.
- Have an active and growing relationship with Jesus Christ.
- High school diploma or GED certificate
- Building maintenance experience
- Professional certification in plumbing, HVAC, or electrical repair (preferred)
- Experience with a variety of construction disciplines
- Customer service skills

Responsibilities:

- Prepare apartment units for occupancy.
- Assist with other types of maintenance and repair when necessary.
- Respond to service requests as needed
- Perform routine maintenance around the building such as fixing a window, door or wall repair
- Repair broken or leaking plumbing to avoid water damage and restore full use of water fixtures.
- Work on damaged electrical wiring when a shortage or severed wire occurs
- Maintain the building HVAC equipment in order to keep climate control in the facility functioning properly

- Apply preventative measures to the building to reduce the risk of future problems'
- Fix potential safety hazards to avoid injuries
- Paint the building when old paint has become faded or chipped
- Respond to maintenance requests
- Fix aesthetic damage after tenants move out
- Conduct regular inspections for EPA and safety issues
- Contact third-party technicians when necessary
- Document all repairs made on our properties