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608 Pine Street / P.O. Box 928 • Sault Ste. Marie, Michigan 49783  
PHONE 906/635-5841 • FAX 906/635-9500 • TDD No. 1-800-545-1833 Ext. 429 • [www.saulthousing.com](http://www.saulthousing.com)

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The Sault Ste. Marie Housing Commission is currently accepting applications for the position of Maintenance employee. The Sault Ste. Marie Housing Commission provides quality affordable housing and related services to families and senior citizens.

This position will work and report directly to the Maintenance Supervisor and participates in a variety of maintenance and custodial tasks to maintain, repair and upgrade the Housing Commissions 263 units, buildings and property through HUD's Capital Fund Improvement programs.

This position requires the ability to communicate effectively, with knowledge of computer systems, plans and specifications, and construction.

Successful candidate must have experience and general working knowledge of carpentry, HVAC and electrical systems. This position requires the ability to be on call for maintenance emergencies. Must be able to lift 50 pounds, have a valid driver's license, be insurable and pass criminal background checks and drug screening.

Salary is negotiable depending upon experience and includes excellent benefits.

Applications including job descriptions are available on our website at [www.saulthousing.com](http://www.saulthousing.com) and at the Sault Ste. Marie Housing Commission, 608 Pine Street, Sault Ste. Marie, Michigan 49783. We will NOT accept phone calls.

The application, along with resume, must be returned to the office by noon by January 2, 2026, in a sealed envelope marked to the attention of Candy Seward-Farstad, Executive Director.

The Sault Ste. Marie Housing Commission is an EOE, EHO.

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**SAULT STE. MARIE HOUSING COMMISSION  
MAINTENANCE EMPLOYEE**

**POSITION DESCRIPTION**

**GENERAL STATEMENT OF DUTIES**

Under the supervision of the Maintenance Supervisor, the company has immediate responsibility for the performance of a variety of semi-skilled maintenance and custodial tasks to maintain and repair Housing Commission properties. On 24-hour call for maintenance emergencies when standing call in a rotation. May be called in regardless, if emergency deems it necessary. Must be able to lift 50 pounds, have a valid driver's license and be insurable.

**TYPICAL DUTIES**

1. Inspects, cleans, maintains and repairs buildings, heating systems and a variety of mechanical and electrical equipment such as motors, pumps and boilers. Reads gauges, cleans thermostats, oils and greases moving parts and repairs motors.
2. Repairs and/or replaces plumbing fixtures such as sinks, commodes and hot water tanks. Replaces burst or leaky pipes and opens clogged drains.
3. Repairs and/or replaces electrical wiring and fixtures.
4. Performs a variety of carpentry tasks such as repairing doors and locks, installing paneling, constructing shelves and caulking and repairing windows and screens.
5. Prepares surfaces for painting and applies paint with brushes or rollers.
6. Performs a variety of general laborer tasks such as removing snow and ice from sidewalks, removing trash, moving furniture, cutting/trimming grass (as needed), and cleaning of common areas of buildings (Community Room and office when deemed necessary), and all general maintenance/work order requirements.
7. Completes assigned work orders efficiently and within the time frame required.
8. Routinely maintains vehicles, lawn equipment, tractor, and other housing equipment.
9. Escorts contractors/inspectors into tenant units.
10. May perform housekeeping inspections or be asked to accompany staff when entering units.
11. Works closely with Occupancy Specialists and/or Administrative Assistant on lease violation/door tag issues.

12. Works with Occupancy Specialists on unit turn/housekeeping issues and reports as required, lease violation issues.
13. Responsible for being the “eyes and ears” when out in the housing sites for lease violations and reporting them to Occupancy Specialists.
14. May supervise workers/contractors assigned to the Housing Commission through various programs.
15. Completed work orders are to be filled out and turned in *weekly*.
16. Must have a valid driver’s license and be insurable.
17. Maintains optimum management/tenant and tenant/community relations and cooperates with residents in general to assist them attain a better life.
18. Other duties as may be assigned by the Maintenance Supervisor and/or Executive Director.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed.

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Maintenance Employee

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Date

Revised 04/2023