



Legacy is seeking a Full-Time Maintenance Technician to support our 48-unit section 8, cooperative property located in Bay City, Michigan. The Maintenance Technician will be responsible for maintaining work orders (member contact, scheduling, follow-up, and entering information in Yardi), maintaining the overall property appearance including grounds and interior buildings, and maintaining property relations including members, Board of Directors, management, and contractors. The ideal candidate will be self-motivated, organized, and have exceptional written and verbal communication skills. This position is responsible for performing general maintenance and repair duties and requires the ability to work different shifts, including on-call, emergencies, weekends, holidays, and extended work hours outdoors in different weather conditions. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- High School Diploma, GED, or some college credits from a technical school; or one or more years of related experience and/or training; or equivalent combination of education and experience
- Proficient in plumbing, electrical, structural, and appliance repair
- HVAC experience preferred
- Experience with drywall repairs and painting are essential
- Ability to establish and maintain effective working relationships
- Customer Service attitude in all interactions with staff and residents
- May be required to lift up to 50 pounds
- Valid driver's license and reliable transportation required
- Experience with HUD REAC inspections a plus

Qualified candidates should email your resume to: bramblewoodcooperative@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.