



Preventing homelessness.  
Improving lives.  
One room at a time.

## Maintenance Technician

Caritas Communities has an immediate opening for a full/part-time Maintenance Technician in various Boston and Greater Boston locations.

### Responsibilities

- Basic electrical, plumbing, carpentry, HVAC, and drywall repairs are necessary
- Extensive Painting experience preferred
- Grounds keeping experience preferred
- Make-ready vacant apartments for occupancy
- Ability to quickly and adequately trace leaks and able to repair properly
- Be able to maintain or replace appliances, fixtures and switches
- Resolve daily work order requests from existing residents and office staff
- Must provide own basic hand tools
- Organize and inventory maintenance shop including on-hand stock

### Experience and Additional Requirements

- Knowledge of primary software used by the Management Office, including proficiency with Microsoft Word, Email & Texting.
- Must have vehicle and valid driver's license
- Must be able to lift at least 50 lbs
- Customer Service oriented
- Great organizational skills and attention to details

### **To Apply:**

Interested candidates should send a cover letter and resume to [resumes@caritascommunities.org](mailto:resumes@caritascommunities.org).