



## community development partnership

### **Job Opportunity Maintenance Tech**

#### **Description of Employer**

The Community Development Partnership (CDP) nurtures a vibrant Lower Cape region by promoting environmental and economic sustainability, expanding opportunities for low- and moderate-income residents, and preserving our unique cultural and historic character.

At the CDP, we create opportunities for people to live, work and thrive on the Lower Cape. We do this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. We also support and strengthen local small businesses as they start-up and grow through micro-financing, education and individualized assistance. And, we protect the natural environment of this place so many of us love by increasing energy efficiency and opportunities for generating local renewable energy.

For 22 years 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

**Job Opening: Maintenance Technician**

**Status: Full-time Position (37.5 hours/week)**

**Time Frame: Position open until filled**

#### **DESCRIPTION**

The Maintenance Tech works to help maintain the CDP's portfolio of 189 affordable rental homes on the Lower Cape (Harwich, Orleans, Eastham, Wellfleet, Truro, Provincetown). The Maintenance Tech will perform routine maintenance and prepare rental units for new residents. Duties to include apartment renovations including carpentry, painting, general cleaning and repairs. Also, work orders for various units that may require HVAC repairs or maintenance. Applicant must have tools and reliable vehicle for travel to and from various properties.

Specific duties will include but not necessarily be limited to:

- Painting
- Renovations and repairs
- Carpentry
- General cleaning of apartment units when vacant
- HVAC repairs or maintenance
- Shared on-call coverage

#### **Skills and Experience**

##### Required

- Strong painting and carpentry skills

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

[contact@capecdp.org](mailto:contact@capecdp.org) [www.capecdp.org](http://www.capecdp.org) [www.facebook.com/capecdp](https://www.facebook.com/capecdp)

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- Applicant must have tools and reliable vehicle for travel to and from various properties.
- Strong organizational skills and the ability to plan and prioritize
- Extremely detail oriented and accurate
- Excellent communication skills and the ability to relate to residents
- Ability to work both as part of a team and independently with limited supervision.
- Ability to use iPad/Computer
- Willingness to take on other tasks as required

Desired

- Relevant experience or education
- Residence is within 15 miles from the Outer Cape and able to respond to emergency calls in a timely manner

The CDP provides vacation, sick time, and benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**To Apply:** Send resume and cover letter to Rob Doane, [Rob@capecdp.org](mailto:Rob@capecdp.org). References may be requested. Position open until filled.

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