Job Posting: Full Time Maintenance Technician
Pay: $20-$22 Hourly

SEND Properties, LLC is a division of Southeast Neighborhood Development, Inc. (SEND). SEND is a non-profit community development corporation, serving Southeast Indianapolis that advocates for housing, economic, and social equity by working with residents, business owners, and community partners to create and maintain inclusive, healthy, and vibrant neighborhoods in southeast Indy.

Our work environment includes:

- Fast Paced Exciting Atmosphere
- Growth Opportunities

We are currently searching for a detailed-oriented, part-time Maintenance Technician to join our growing Property Management team! The ideal candidate will have experience in Maintenance Prevention, Construction Knowledge and Multitasking Abilities. The management team also prefers someone who can be well-organized, prioritize tasks, has excellent attention to detail and who can excel working independently under the supervision of the Maintenance Supervisor.

Responsibilities:

- Vacancies/Make-Readys - Make ready process when a resident moves out of the community.
- General knowledge of Carpentry, Plumbing and Electrical.
- Painting - Skilled in turn paints.
- Basic HVAC knowledge.
- Customer Service - Provide outstanding customer service to all residents who reside at SEND Properties, LLC.
- Training/Meetings - Attend any necessary training opportunities and team/community meetings.
- Any miscellaneous tasks as the Property Management team continues to learn and grow!

Qualifications:

- Technical school, High School Diploma or G.E.D. preferred.
- Minimum two (2) years' experience in maintenance or equivalent field.
- Possess your own basic tools to perform building maintenance.
- Valid driver's license preferred. Must have reliable transportation.
- Must be authorized to work in the US without company sponsorship.
- Ability to pass a criminal background check is required.

Interested applicants should email Mike Featherston, Maintenance Supervisor at maintenance@sendcdc.org or call 317-377-4211. E-verification is a requirement for all SEND employees. Bilingual candidates are encouraged to apply. SEND is an EOE. For more information about SEND, please visit www.sendcdc.org.

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